



# VENTURA COUNTY TREASURY OVERSIGHT COMMITTEE

November 4, 2020

Ventura County Government Center  
Hall of Justice, Pacific Conference Room  
800 South Victoria Avenue  
Ventura, CA 93009

## MINUTES

### COMMITTEE MEMBERS

Supervisor John Zaragoza..... Board of Supervisors (Absent)  
Judge Steven Hintz ..... Treasurer-Tax Collector  
Jeffery S. Burgh..... Auditor-Controller  
Ms. Misty Key..... County Associate Superintendent of Schools  
Mr. Brian Rafelson..... Retired District Attorney Employee  
Mr. Roy Valdez ..... Investment Advisor

### STAFF

Sue Horgan..... Assistant Treasurer-Tax Collector  
Marilou Tan..... Treasury Management Division Manager  
Patricia Kipp Funaro..... Management Assistant to Treasurer-Tax Collector  
John Powers..... Treasury Accounting Technician

### GUEST(S)

None

### CALL TO ORDER & ROLL CALL

At 1:01 P.M., Judge Hintz called the meeting of the Ventura County Treasury Oversight Committee ("TOC") to order and attendance was taken.

### AGENDA REVIEW & APPROVAL OF MEETING MINUTES FOR NOVEMBER 6, 2019

There were no additions or revisions of the Agenda.

Motion: Approve the Meeting Minutes for November 6, 2019

Moved by Ms. Misty Key, seconded by Mr. Jeffery Burgh

Vote: Motion carried 3-0

### COMMITTEE MEMBERS' AND STAFF COMMENTS

Treasurer-Tax Collector, Judge Steven Hintz, welcomed all in attendance.

**AGENDA ITEM 6**

*Receive and File a Letter Confirming the Appointments of Mr. Brian S. Rafelson and Mr. Roy L. Valdez as public members to the Ventura County Treasury Oversight Committee, dated October 20, 2020.*

Treasurer-Tax Collector, Judge Steven Hintz, welcomed the two (2) new committee members, Mr. Rafelson and Mr. Valdez, who each introduced themselves and shared their backgrounds and interest in participating on the TOC.

The Committee received and filed the letter confirming the appointments of Mr. Rafelson and Mr. Valdez.

**AGENDA ITEM 7**

*Receive and File the Brown Armstrong Independent Auditor's Report dated December 3, 2019.*

Judge Hintz explained the Auditor-Controller's annual outside auditor process and the various monthly and annual audits conducted with the County's Treasury Division.

The Committee received and filed the Brown Armstrong Independent Auditor's Report as presented.

**AGENDA ITEM 8**

*Receive and File the Standard & Poor's RatingsDirect letter affirming the Ventura County Treasury Portfolio AAf/S1+ rating, dated December 10, 2019.*

Judge Hintz explained Standard & Poor's very thorough and rigorous rating, and the great significance of S & P's exceptional rating for Ventura County, which the County has earned for 20 years. Ms. Key appreciated the County's exceptional S & P rating and she shared that County Schools expect \$10 billion in State funding deferrals this year, which will have a very negative effect on the schools' budgets. These deferrals will have a cumulative effect, which could take 10 years to resolve. Judge Hintz commented that the cash reserves in the investment pool have been doubled because of the anticipated deferrals.

The Committee received and filed the Standard & Poor's RatingsDirect letter as presented.

**AGENDA ITEM 9**

*Receive and File the May 19, 2020 Board of Supervisors Adopted Resolution to Renew the Delegation of Authority to the Treasurer-Tax Collector to Invest Effective July 1, 2020 through July 1, 2021.*

Judge Hintz explained that the Treasurer-Tax Collector goes before the Board of Supervisors annually to request that the Board of Supervisors renew the delegation of authority for the Treasurer-Tax Collector to manage the County's investment pool.

The Committee received and filed the May 19, 2020 Board of Supervisors Adopted Resolution to Renew the Delegation of Authority to the Treasurer-Tax Collector to Invest Effective July 1, 2020 through July 1, 2021.

**AGENDA ITEM 10**

*Ratification of the Action Taken by the Treasurer-Tax Collector to Engage Brown Armstrong Certified Public Accountants Firm to Conduct the Annual Treasury Compliance Audit.*

Motion: Approve the Ratification of the Action Taken by the Treasurer-Tax Collector to Engage Brown Armstrong Certified Public Accountants Firm to Conduct the Annual Treasury Compliance Audit.

Moved by Ms. Misty Key, seconded by Mr. Roy Valdez

Vote: Motion carried 5-0

**AGENDA ITEM 11**

*Receive and File the August 31, 2020 Investment Report Presentation, approved by the Ventura County Board of Supervisors on October 20, 2020.*

Judge Hintz thoroughly reviewed the August 31, 2020 Investment Report, discussing that the portfolio is professionally managed by the Treasury's Investment Work Group (IWG) with the objectives of safety, liquidity and earning a competitive rate of return. Judge Hintz was pleased to report that his office continually outperforms their benchmarks and their competitors' investment performance.

The Committee received and filed the August 31, 2020 Investment Report Presentation as presented.

**AGENDA ITEM 12**

*Receive and File the Investment Work Group's Biographies and Work Duties.*

Judge Hintz and Assistant Treasurer-Tax Collector, Sue Horgan, highlighted the IWG's biographies and the diligent educational pursuits the team has recently accomplished. The IWG's work duties were reviewed, emphasizing security processes and control are in place to guard against fraud in every step of the Treasury investment process.

The Committee received and filed the updated Investment Work Group's Biographies and Work Duties.

**AGENDA ITEM 13**

*Receive and File a Report of the Authorized Issuers List, dated October 2020.*

Judge Hintz reviewed the Authorized Issuers List with the Treasury Oversight Committee, discussing that the Treasury Division only buys from the Standard & Poor's approved issuers on the list, paying less for the highest rated investments.

The Committee received and filed the Authorized Issuers List, dated October 2020.

**AGENDA ITEM 14**

*Public Comment.*

There was no public in attendance and the Committee had no questions to address. Judge Hintz acknowledged and thanked the Treasury Oversight Committee for their dedicated oversight of the Treasury's Investment Program. Judge Hintz invited, at their convenience, the two (2) new members on a tour of the Treasurer-Tax Collector's Office and Investment Command Center and reminded them that they are welcome to call with any questions.

**AGENDA ITEM 15**

*Adjournment*

With no further items to discuss, the meeting was adjourned at 2:19 P.M.

*Next Treasury Oversight Committee Meeting*

The next meeting is scheduled for Wednesday, April 14, 2021 at 1:00 P.M., Hall of Administration, Atlantic Conference Room, Ventura, CA 93009. (Location to be confirmed the end of March, due to probable COVID-19 conference room constraints).

By:   
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**Patricia J. Kipp Funaro**  
**Management Assistant to Judge Steven Hintz**