



Midpeninsula Regional
Open Space District

R-24-123
Meeting 24-28
October 23, 2024

AGENDA ITEM 3

AGENDA ITEM

Direct the Board Appointee Evaluation Committee to formalize the role of the Internal Auditor

BOARD APPOINTEE EVALUATION COMMITTEE CHAIR'S RECOMMENDATION

Direct the Board Appointee Evaluation Committee to determine how to formalize the role of the Controller as internal auditor and return to the Board of Directors with a proposal for review and approval.

DISCUSSION

The Board Appointee Evaluation Committee (BAE) is a standing committee that was established to conduct the evaluation process for Board Appointees: the General Manager, the Controller, and the General Counsel.

The Board of Directors (Board), working through the BAE, recently completed its annual evaluation process at which point the Chair of the BAE identified an additional follow-up item that could be accomplished by the BAE, with the consent of the Board. Specifically, to work with the Controller in defining his new role as internal auditor for the District by minimally including an explanation of the responsibilities within the Controller's job description and by developing a written roles, responsibilities, and process document that clarifies how the internal auditor function is carried out and its outcomes reported. The internal auditor role has become an instrumental function of the Controller that merits greater formalization of the role and a procedural structure to bring added clarity and understanding in how this function is carried out. The BAE will return with a proposal for clarifying and formalizing the internal auditor role to the full Board for review and approval.

PRIOR BOARD COMMITTEE REVIEW

N/A

FISCAL IMPACT

None

PUBLIC NOTICE

All public noticing requirements of the Brown Act have been met. No additional notice is necessary.

CEQA COMPLIANCE

This item is not subject to the California Environmental Quality Act (CEQA).

NEXT STEPS

If approved, the BAE will convene and return with a recommendation for the full Board.

Submitted by: Board Appointee Evaluation Committee Chair Riffle

Staff Contact:

Stefan Jaskulak, CFO/Admin Services Director