



# JUDICIAL COUNCIL OF CALIFORNIA

ADVISORY COMMITTEE ON AUDITS AND  
FINANCIAL ACCOUNTABILITY FOR THE  
JUDICIAL BRANCH

[www.courts.ca.gov/auditcommittee.htm](http://www.courts.ca.gov/auditcommittee.htm)  
[auditcommittee@jud.ca.gov](mailto:auditcommittee@jud.ca.gov)

## AUDITS AND FINANCIAL ACCOUNTABILITY COMMITTEE

### OPEN MEETING WITH CLOSED SESSION AGENDA

Open to the Public Unless Indicated as Closed (Cal. Rules of Court, rule 10.75(c) and (d))

THIS MEETING IS BEING CONDUCTED BY ELECTRONIC MEANS

OPEN PORTION OF THIS MEETING IS BEING RECORDED

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**Date:** June 26, 2024  
**Time:** 12:15 – 1:15 PM  
**Public Videocast:** <https://jcc.granicus.com/player/event/3591>

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Meeting materials for open portions of the meeting will be posted on the advisory body web page on the California Courts website at least three business days before the meeting.

Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order.

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#### I. OPEN MEETING (CAL. RULES OF COURT, RULE 10.75(C)(1))

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##### Call to Order and Roll Call

##### Opening Comments by the Chair

Presenter(s)/Facilitator(s): Hon. Judge Rosenberg—Chair

##### Approval of Minutes

Approve minutes of the April 15, 2024, meeting of the Audit Committee.

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#### II. PUBLIC COMMENT (CAL. RULES OF COURT, RULE 10.75(K)(2))

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##### Written Comment

In accordance with California Rules of Court, Rule 10.75(k) (1), written comments pertaining to any agenda item of a regularly noticed open meeting can be submitted up to one complete business day before the meeting. For this specific meeting, comments should be e-mailed to [auditcommittee@jud.ca.gov](mailto:auditcommittee@jud.ca.gov) or mailed or delivered to Judicial Council of California, Audit Services, 455 Golden Gate Avenue, 5<sup>th</sup> Floor, San Francisco, California 94102 attention: Audit Services. Only written comments received by 12:15 pm on June 25<sup>th</sup>, 2024, will be provided to advisory body members prior to the start of the meeting.

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**III. INFORMATION ONLY ITEMS (NO ACTION REQUIRED)**

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**Info 1**

**General Discussion by Members of the Committee**

Open discussion by committee members regarding any topic within the scope and purview of the Advisory Committee for Audits and Financial Accountability for the Judicial Branch.

Presenter(s)/Facilitator(s): Matt Espenshade, Principal Manager – Judicial Council’s Audit Services

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**IV. DISCUSSION AND POSSIBLE ACTION ITEMS**

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**Item 1**

**Revisions to the Judicial Branch Contracting Manual (Action Required)**

Review public comments and approve the proposed changes to the Judicial Branch Contracting Manual per California Rules of Court, Rule 10.63(c)(3), as well as the accompanying report to the Judicial Council.

Presenter(s)/Facilitator(s):

Oliver Cheng, Attorney – Judicial Council’s Legal Services

Jimmy Nguyen, Attorney – Judicial Council’s Legal Services

John Prestianni, Supervising Attorney – Judicial Council’s Legal Services

Matt Espenshade, Principal Manager – Judicial Council’s Audit Services

**Item 2**

**Annual Audit Plan – Fiscal Year 2024-25 (Action Required)**

Discuss and approve the scope of audits for fiscal year 2024-25, including the high-risk areas and judicial branch entities to be audited, based on available audit resources.

Presenter(s)/Facilitator(s): Matt Espenshade, Principal Manager – Judicial Council’s Audit Services

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**V. ADJOURNMENT**

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**Adjourn to closed session.**

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**VI. CLOSED SESSION (CAL. RULES OF COURT, RULE 10.75(D))**

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**Item 1**

**Draft Audit Report – Rule of Court 10.75(d)(6) (Action Required)**

***Non-final audit reports or proposed responses to such reports***

Review and approve Audit Services’ draft audit report of Calaveras Superior Court, per Rule of Court 10.63(c)(1).

Presenter(s)/Facilitator(s): Michelle O’Connor, Senior Auditor – Judicial Council’s Audit Services

**Item 2**

**Draft Audit Report – Rule of Court 10.75(d)(6) (Action Required)**

***Non-final audit reports or proposed responses to such reports***

Review and approve Audit Services' draft audit report of Contra Costa Superior Court, per Rule of Court 10.63(c)(1).

Presenter(s)/Facilitator(s): Sandra Gan, Senior Auditor – Judicial Council's Audit Services

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**VII. ADJOURNMENT**

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**Adjourn the meeting.**