



JUDICIAL COUNCIL OF CALIFORNIA

ADVISORY COMMITTEE ON AUDITS AND
FINANCIAL ACCOUNTABILITY FOR THE
JUDICIAL BRANCH

www.courts.ca.gov/auditcommittee.htm
auditcommittee@jud.ca.gov

ADVISORY COMMITTEE ON AUDITS AND FINANCIAL ACCOUNTABILITY FOR THE JUDICIAL BRANCH

MINUTES OF OPEN MEETING WITH CLOSED SESSION

June 24, 2025
12:15 p.m. - 1:15 p.m.
Conference Call

Advisory Body Members Present: Hon. Ann Moorman, Hon. Kimberly Merrifield, Hon. Kelly L. Neel, Mr. Charles Johnson, Mr. Kevin Harrigan, Ms. Nocona Soboleski

Advisory Body Members Absent: Ms. Kristine Swensson (non-voting advisory member), Mr. Michael Powell

Others Present: Mr. Joe Meyer (Principal Manager, Judicial Council's Audit Services), Ms. Dawn Tomita (Manager, Judicial Council's Audit Services), Ms. Michelle O'Connor (Audit Supervisor, Judicial Council's Audit Services), Ms. Sandra Gan (Senior Auditor, Judicial Council's Audit Services), Ms. Clarissa Cheng (Attorney, Judicial Council's Legal Services), Mr. Michael Yakumithis (Attorney, Legal Services Office), Mr. Jarrod Orr (Assistant Court Executive Officer, Butte Superior Court), Ms. Tara Howard (Finance Manager, Humboldt Superior Court)

OPEN MEETING

Call to Order and Roll Call

Hon. Ann Moorman welcomed committee members and called the meeting to order at 12:17 p.m.

Mr. Meyer took roll call.

Approval of Minutes

Judge Merrifield moved to approve the minutes of the April 17, 2025, meeting. Judge Neel seconded the motion. There was no further discussion of the minutes. Motion to approve passed by unanimous voice vote of the committee members present.

No public comments were received for this meeting.

Item 1

Invitation to Comment regarding proposed revisions to the Judicial Branch Contracting Manual (Action Required)

Ms. Cheng and Mr. Yakumithis provided an overview of the proposed JBCM revisions and provisions regarding generative artificial intelligence.

Action: Mr. Harrigan moved to approve this Invitation to Comment for posting on the Judicial Council's website (seconded by Judge Neel). The motion passed by unanimous voice vote of the committee members present.

Item 2

Annual Audit Plan – Fiscal Year 2025-26

Mr. Meyer provided an overview of the proposed audit plan.

Action: Mr. Johnson moved to approve this report for posting on Judicial Council's website (seconded by Judge Neel). The motion passed by unanimous voice vote of the committee members present.

A D J O U R N M E N T

There being no further open meeting business, the meeting was adjourned to closed session at 12:25 p.m.

C L O S E D S E S S I O N

Item 1

Draft Audit Report – Rule of Court 10.75(d) (6), non-final audit reports or proposed responses to such reports (Action Required)

Committee members discussed the draft audit report for Butte Superior Court, per Rule of Court 10.63(c)(1). Judge Merrifield abstained from discussion.

Action: Mr. Harrigan moved to approve this report for posting (seconded by Judge Neel). Judge Merrifield abstained from voting. Committee members unanimously approved the audit of Butte Superior Court for public posting on Judicial Council's website.

Item 2

Draft Audit Report – Rule of Court 10.75(d) (6), non-final audit reports or proposed responses to such reports (Action Required)

Committee members discussed the draft audit report for Humboldt Superior Court, per Rule of Court 10.63(c)(1). Judge Neel abstained from discussion.

Action: Mr. Johnson moved to approve this report for posting (seconded by Judge Merrifield). Judge Neel abstained from voting. Committee members unanimously approved the audit of Humboldt Superior Court for public posting on Judicial Council's website.

Adjourned closed session at 1:00 pm.