

**MINUTES OF THE MEETING OF FINANCIAL COMMISSION OF THE CITY OF  
LOS ALTOS, HELD ON, MONDAY, JANUARY 24, 2022, AT 6:00 P.M.  
VIDEO/ TELECONFERENCE**

**ROLL CALL**

PRESENT: Chair Kalkat, Vice-Chair McClatchie, Commissioners Claras, Frey, Richmond, Kalbach, Whipple

ABSENT: None

**PUBLIC COMMENTS**

Jim Conner

**ITEMS FOR CONSIDERATION/ACTION**

1. Approval of Minutes of the Meeting, December 20, 2021

Action: Upon a motion by Commissioner Kalbach, seconded by Commissioner Whipple, the Commission approved the minutes of the meeting of December 20, 2021, by the following vote: AYES: Claras, Frey, Kalbach, Richmond, Whipple, Chair Kalkat, Vice-Chair McClatchie. NOES: None; ABSTAIN: None; ABSENT: None.

2. Election of Chair and Vice-Chair: Elect a new chair and vice-chair for a term ending October 17, 2022

Action: Upon a motion by Commissioner Kalbach, seconded by Commissioner Whipple, the Commission reelected Char Kuljeet and Vice-Chair McClatchie, by the following vote: AYES: Claras, Frey, Kalbach, Richmond, Whipple, Chair Kalkat, Vice-Chair McClatchie. NOES: None; ABSTAIN: None; ABSENT: None.

3. Investment Policy Review: Review the revised Investment policy for 2022

John Furtado, Finance Director, provided an overview and background on the investment Policy, the proposed changes based on the commission meeting of August.

Action: Upon a motion by Commissioner Kalbach, seconded by Commissioner Whipple, the Commission recommended that the City Council approve the Revised investment policy, by the following vote: AYES: Claras, Frey, Kalbach, Richmond, Whipple, Chair Kalkat, Vice-Chair McClatchie. NOES: None; ABSTAIN: None; ABSENT: None.

4. Memorandum of Internal Controls. Review the findings of the external auditors and management response.

John Furtado, Finance Director, and June Du, Finance Manager, provided an overview of the MOIC and the Auditor's findings.

Action: The Commission expressed their concerns on the Systems Risks and requested a report on the progress and timeline of the implementation of The Information System Risk Management Policy and Cyber Security Policy. The Commission requested an overview of the current security environment.

Action: The Commission requested that a plan be developed to address the Audit finding in the Memorandum of Internal controls once the Finance Department was done with their review and reorganization of procedures, processes, and systems.

**Public comment:** Jim Conor

5. Financial System Update

John Furtado, Finance Director, provided an overview of the analysis made in the selection of a new financial system that the city is planning on implementing.

Action: The Commission offered their expertise to help review the new system by forming a subcommittee. Alternatively, the commission wanted to ask questions before the final decision is made on the new system.

**Public comment:** Jim Conor

6. Staff Announcements

John Furtado, Finance Director, provided an overview of the Council Retreat and on request of the commission agreed to send them the links to the council retreat recordings.

**COMMISSION AND STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS**

Review of Commission Workplan

**ADJOURNMENT**

Chair Kalkat adjourned the meeting at 7:27 p.m.

**SPECIAL NOTICES TO PUBLIC**

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For other questions regarding the meeting proceedings, please contact the City Clerk at (650) 947-2720.