



**Regular Meeting Minutes of the  
LOMPOC COMPLIANCE COMMITTEE  
(for the Sub-Recipient Financial, Programmatic, and  
Monitoring Reporting Requirement Policy)**

Lompoc City Hall City Council Chamber  
100 Civic Center Plaza, Lompoc, CA

**Regular Meeting Agenda  
Tuesday, July 11, 2023  
1:00 P.M.**

**ROLL CALL:**

**Committee Members Present:**

<b>Meeting Chair</b>	City Council appointee:	Dirk Starbuck
	City Manager appointee:	Dean Albro
	Management Services appointee:	Christie Donnelly
	Human Services Commission appointee:	Nemesio Balcena
	Community Development appointee:	Christie Alarcon

**Staff:** Matthew Adams, Accounting and Revenue Manager

The meeting was called to order at 1:02 p.m. by Meeting Chair Starbuck

**ORAL COMMUNICATIONS:** (Maximum of 3 Minutes)

None

**AGENDA:**

**1. APPROVAL OF MINUTES:** Meeting minutes of July 30, 2018

**Action:** Moved by Committee Member Starbuck to approve the minutes of the meeting of July 30, 2018  
Seconded by Committee Member Albro

**Discussion:** None

**Vote:**

**Yeses:**   5

Nos: \_\_\_\_\_  
 Abstentions: \_\_\_\_\_  
 Absences: \_\_\_\_\_

**NEW BUSINESS:**

**2. REVIEW REQUESTS FOR LESSER REPORTING REQUIREMENTS:**

Recommendation: Committee review and approve the lesser reporting requirements of an IRS Form 990 Tax Return in lieu of audited financial statements as requested by:

- A. Lompoc Valley Chamber of Commerce request for a lesser reporting requirement.
- B. Central Coast Literacy Council request for a lesser reporting requirement.
- C. The Lompoc Museum Associates request for a lesser reporting requirement.

Discussion:

Staff indicated the entities subject to the requirement for the 2022-23 fiscal year include:

- The Lompoc Valley Chamber of Commerce – requested waiver
- Lompoc Museum Associates (Museum) – requested waiver
- Central Coast Literacy Council – requested waiver
- Catholic Charities of Los Angeles – filed audited financial statements

Staff had reviewed the opinion letters and financial reports for all the audits received pursuant to the policy and found them in order with no apparent flaws or items of concern.

The Lompoc Museum Associates is subject to the policy and is requesting a lesser reporting requirement as provided for in the policy.

The Lompoc Valley Chamber of Commerce is subject to the policy and is requesting a lesser reporting requirement as provided for in the policy.

Central Coast Literacy Council is subject to the policy and is requesting a lesser reporting requirement as provided for in the policy.

Council Member Starbuck indicated that he will request a revision to the Sub-Recipient Financial, Programmatic, and Monitoring Reporting Requirement Policy to expand the scope of the policy to include contract compliance oversight at a future City Council Meeting.

Action:

Moved by Committee Member Albro and seconded by Committee Member Starbuck to reject the lesser reporting standard of an IRS 990 Tax Return in lieu of an audit and

request an Accounting Review for the Lompoc Museum Associates, Lompoc Valley Chamber of Commerce, and the Central Coast Literacy Council.

Vote:

Yeses:                      5  

Nos:                             

Abstentions:                 

Absences:                     

**COMMITTEE MEMBER & STAFF REQUESTS:**

The two annually rotating appointees should be assigned by (1) the City Council and (2) the Human Services Commission in December 2023 for the 2024 committee meeting(s), if any meetings are required under the policy.

**WRITTEN COMMUNICATIONS:**

None

**ADJOURNMENT:**

At 1:35 p.m., Meeting Chair Starbuck adjourned the Compliance Committee meeting.

Staff added the next Regular Meeting will be announced after notifying the above entities of the Committee’s decision, for January 2024. The meetings of the Compliance Committee are held as necessary (the next anticipated annual meeting will be in the second quarter of 2024) to review requests for lesser reporting requirements under the policy, if any.

Minutes approved by the Compliance Committee by a vote of \_\_\_\_\_ on \_\_\_\_\_, 2023.

\_\_\_\_\_  
Matthew Adams, Accounting and Revenue Manager