



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** December 6, 2018

**Staff Contact:** Nancy Paulson, Interim City Manager (npaulson@carson.org)

**Agenda Title:** For Possible Action: To appoint two members to the Carson City Audit Committee, each for a term that expires on December 31, 2020.

**Staff Summary:** CCMC 2.14.030 provides for a five-member Audit Committee, one member from the Board of Supervisors and four members from the citizen-at-large. There are two vacancies for citizen-at-large positions due to expiration of terms. Stephen Ferguson and Ernie Mayhorn are seeking reappointment. New applications were submitted by Frank Roide and Alexander Jaacovi.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 1 hour

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## **Proposed Motion**

I move to appoint \_\_\_\_\_ & \_\_\_\_\_ to serve on the Carson City Audit Committee, each for a term that expires on December 31, 2020.

## **Board's Strategic Goal**

Quality of Life

## **Previous Action**

n/a

## **Background/Issues & Analysis**

n/a

## **Applicable Statute, Code, Policy, Rule or Regulation**

CCMC 2.14.030

## **Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number:

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact: n/a

## **Alternatives**

Re-open the position for additional applicants

**Board Action Taken:**

Motion: \_\_\_\_\_

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

Aye/Nay


\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_


\_\_\_\_\_  
(Vote Recorded By)





# AUDIT COMMITTEE

## BOARD DETAILS

 **OVERVIEW**

 **SIZE** 5 Seats

 **TERM LENGTH** 2 Years

 **TERM LIMIT** N/A

The role of the Carson City audit committee is to maintain oversight of the auditing function, both internal and external resulting in increased integrity and efficiency of the audit processes for the city and the city's system of internal controls and financial reporting.



### DETAILS

#### MEETINGS

- Time varies
- Typically on a quarterly basis or at the call of the chair
- Community Center, Sierra Room
- 851 East William Street, Carson City, Nevada

#### POWERS & DUTIES

The Carson City Audit Committee will review and make recommendations to the Board of Supervisors regarding the annual financial audit, performance, compliance and efficiency audits, including specific issues of concern providing a higher level of accountability over the use of public funds. As appropriate, background documents related to specific audit issues will be sent to the committee during the course of each year.

#### ADDITIONAL INFORMATION

[CCMC 2.14.pdf](#)



# AUDIT COMMITTEE

## BOARD ROSTER



**LORI BAGWELL**

3rd Term Jan 01, 2017 - Dec 31, 2018

**No Recruitment**

**Position** Board of Supervisors



**EIDE BAILLY**

1st Term Jul 05, 2018 - Dec 31, 2020

**No Recruitment**

**Position** Internal Auditor



**MICHAEL J BERTRAND**

4th Term Feb 04, 2016 - Dec 31, 2019

**Appointing Authority** Board of Supervisors

**Position** Citizen at Large

**Office/Role** Vice Chair



**STEPHEN FERGUSON**

1st Term Jan 06, 2017 - Dec 31, 2018

**Appointing Authority** Board of Supervisors

**Position** Citizen at Large

**Office/Role** Chair



**ERNIE MAYHORN**

1st Term Jan 06, 2017 - Dec 31, 2018

**Appointing Authority** Board of Supervisors

**Position** Citizen at Large



**BEPSY STRASBURG**

1st Term Jan 04, 2018 - Dec 31, 2019

**Appointing Authority** Board of Supervisors

**Position** Citizen at Large

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**Profile**

Stephen

First Name

Ferguson

Last Name

stevefergs@yahoo.com

Email Address

4430 Timberline Dr

Street Address

Suite or Apt

Carson City

City

NV

State

89703

Postal Code

Home: (801) 631-1810

Primary Phone

Home: (801) 631-1810

Alternate Phone

**Which Boards would you like to apply for?**

Audit Committee: Submitted

Question applies to multiple boards

**Why would you like to serve of this Board/Committee/Commission?**

I enjoy serving on the Audit Committee and feel my experience adds value to the City's fiscal governance.

Question applies to multiple boards

**Are you currently a registered voter in Carson City?** Yes  No

Question applies to multiple boards

**Are you currently a member on any other Carson City Board, Committee or Commission?** Yes  No

Question applies to multiple boards

**If yes, please list:**

Audit Committee-Chair

Question applies to multiple boards

**Term expiration:**

12-31-18

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**Conflict of Interest**

Question applies to multiple boards

**Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?**

Yes  No

Question applies to multiple boards

**Do you currently have a contract with Carson City for services/good?**

Yes  No

Question applies to multiple boards

**If yes, please provide contract details:**

Question applies to multiple boards

**Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?**

Yes  No

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## Education

Note: only complete this section if a degree is required for this position

**College, Professional, Vocational or Other Schools attended:**

Master of Business Administration-Utah State University Bachelor of Science in Business Accounting with emphasis in Speech Communications-Penn State University

**Major Subject:**

B.S. Accounting & MBA

**Degree Conferred:**

Yes

**Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:**

I have an excellent background in finance with over 28 years of experience in Internal Audit, Financial Analysis, Controller, and CFO in retail, banking, energy and education industries. I have reported indirectly to an audit committee chairman for the last 10 years as the CFO for several companies. I ran led the audit committee meetings and heavily participated in all Board of Director meetings; so I am familiar with sound governance policies and procedures. I have over 3 years of Public Accounting experience based on work completed for KPMG and I have an excellent track record of outstanding audit results for the companies where I have worked. I have lived in Carson City for over 12 years now; I love it and I want to make our city and community better. I think my finance/audit experience and leadership skills could be a benefit to the Audit Committee, the City CFO and the finance operations.

**List the community organizations in which you have participated and describe participation:**

Junior Achievement counselor/instructor AKP Professional Business Fraternity - annual business case competition judge VP for Homeowner association board

**List your affiliation with professional or technical societies: \*if required for the position.**

Name: Stephen C Ferguson City, State, Zip, Country: CARSON CITY NV 89703 United States  
Profession: Accountancy License Type: Certified Public Accountant License Number: 266322-2601  
Obtained By: Unknown License Status: Active Original Issue Date: 01/29/1997 Expiration Date: 12/31/2018 Agency and Disciplinary Action\*: NO

[S.Ferguson.Resume\\_8.2018.pdf](#)

Upload a Resume

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**Personal/Professional References**

**Name, Telephone Number:**

Dhibu George FP&A Manager [REDACTED]

**Name, Telephone Number:**

Chad Cox CFO - GE Optimization & Control [REDACTED]

**Name, Telephone Number:**

Sue Colina [REDACTED]

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

**I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.**

**I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.**

I Agree \*

# Steve Ferguson

Carson City, NV • Stevefergs@yahoo.com • (801) 631-1810

<http://webprofile.info/steveferguson/index.html>

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*Chief Financial Officer | Finance Executive | Controller | Chief Operating/Administrative Officer*

**Finance • Accounting • Strategic Planning • Cash & Risk Management • International**

*Continuously Driving Operational Improvements to Enhance Productivity & Optimize Success*

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## EXECUTIVE SUMMARY

Results oriented, collaborative executive, passionate about growth, driving efficiency and continuous improvement towards excellence. Proven success and ability to quickly adapt to new industries including retail, banking, energy, and education; including two Fortune 25 companies. Superior skills over FP&A, accounting, auditing, project management and sourcing. Accomplished leadership over information technology, human resources, facilities and risk. Recent results include renegotiating a multimillion-debt agreement, and implementing an eProcurement system that delivered a 500% ROI and unparalleled expense accountability.

### CORE COMPETENCIES

- P&L Ownership/FP&A
- Strategic Business Planning
- IT Administration
- Leadership/Team Building
- Internal & External Auditing
- HR Administration
- Sourcing & Procurement
- Managerial Accounting
- Controllership & Banking

## PROFESSIONAL EXPERIENCE

### PARTNER

CFO PARTICEPS

**2017-PRESENT**

Incline Village, NV

Consulting practice providing Advisory/Interim/Part-time/Project CFO's. Partnered with business incubators StartUpNV and Ketchum Innovation Center in providing financial and administrative support to their members. Also, provide support in raising investor seed capital, and Series A funding with venture capital groups.

#### **Consulting CFO & Business Advisor:**

- Wefea Inc. • LiveAMoment Inc. • Warfare Sports Corp. • SunDanzer Refrigeration Inc.

### CHIEF FINANCIAL OFFICER (CFO) – CONTRACT POSITION

SPARTAN COLLEGE OF AERONAUTICS & TECHNOLOGY

**2015 - 2016**

Dallas, TX

A private-equity owned aviation college with 4 campuses across the U.S., several international contracts, and \$60 million in revenue. Administered finance, accounting, financial aid, billing/collections, information technology, facilities and human resources. Managed six direct and 28 indirect reports.

- **\$1.1 million improvement in Cash Flow from Operations**, 3% of annual revenue, achieved by proactively managing working capital components.
- **\$1 million impact to ensure GAAP for accounts receivable** as the company failed to charge-off aged receivables for 2.5 years.
- **Negotiated debt restructuring** with a \$3.5 million capital contribution to mitigate tripping a debt covenant.
- **\$250,000 in annual savings**, a 500% return, realized by implementing Coupa, a software-as-a-service (SaaS) based eProcurement solution, leading the project from RFP to post go-live.

### CHIEF FINANCIAL OFFICER (CFO)

DAYMAR COLLEGE

**2012 - 2014**

Owensboro, KY

A privately held career training college with 20 campuses in four states generating approximately \$90 million in revenue. Led FP&A, accounting, treasury, financial aid, billing/collections, IT, procurement, real estate and facilities management. Responsible for five direct and 65 indirect reports.



- **\$44 million in operation expenses slashed** in a two-year period by consolidating locations, reducing the workforce and proactively renegotiating pricing on contracts and leases.
- **\$3.8 million increase in revenue**, or 8%, realized by restructuring the pricing methodology and curriculum delivery to drive price productivity while cutting total costs for our customer.
- **\$1.8 million in debt leverage decrease and \$330,000 generated** in free rent for the shareholders by conceptualizing and negotiating a sale/leaseback of the 33,000 square feet of class-A building.
- **\$550,000 saved in annual expenses** while strengthening compliance and expediting cash flows by in-sourcing financial aid administration from a third party.
- **\$110,000 reduction in contract costs** for HRIS software and \$70,000 drop in cost for the ERP software accomplished by proactively renegotiating contracts.
- **100-day improvement in time** to complete the year-end financial and financial aid audits as compared to previous years to successfully receive the fewest findings in company history.

### CHIEF FINANCIAL OFFICER (CFO)

TRIDENT UNIVERSITY

2011

Cypress, CA

A private online university with \$60 million in revenue. Directed finance, accounting, financial aid, treasury, collections and billing with the assistance of four direct and 21 indirect reports.

- **\$110,000 in yearly savings negotiated** from the original proposals on new enterprise software contracts.
- **Authored a playbook of prospective improvement strategies** compiled from interviewing the corporate leadership team and presented to the board of directors.

### CHIEF FINANCIAL OFFICER (CFO)

CHARTER COLLEGE | PROSPECT EDUCATION

2008 - 2011

Reno, NV

A privately held educational services company. Revenues grew 4x from \$22-\$89 million during my tenure. Administered finance, accounting and financial aid as well as treasury, collections/billing, IT, procurement, facilities and risk management. Supervised a team of six direct reports and 47 indirect employees.

- **Overhauled the financial analysis and planning process** to incorporate a three-year growth plan, five-year long-term plan and a 12-month rolling forecast along with a process to devise financial and operational annual targets.
- **Led implementation of several SaaS based platforms** including Concur, Coupa, Taleo and Birst to lay the foundation for efficient administration, processing, and analysis during company growth.
- **Restructured the 401K plan** to qualify for safe harbor provisions, enhancing the plan for personnel and abolishing compliance concerns.
- **Negotiated favorable lease terms** managed tenant improvement projects and procured furnishing for 220,000 square feet of space in ten locations.
- **Voted as the employee with the most positive influence.**

### SENIOR FINANCE MANAGER

GE - ENERGY SERVICES

2006 - 2008

Minden, NV

A \$1.5 billion global provider of hardware, software and MRO services for monitoring critical assets at power plants, drilling rigs and sewer plants. Led CFO/COO responsibilities for service oriented product line with operations in 100 countries and \$192 million in annual revenue. Worked with management, operations and sales to drive growth and profitability of the product line. Three direct reports managed projects in SAP to ensure accurate operation data, project milestones, billing and collections.

- **\$26 million surge in Cash Flow from Operations** gained while eliminating collection costs on orders less than \$5,000 by championing a change in terms requiring credit card payment.

- **\$600,000 in profit improvements** for the Brazil operation cultivated by propelling operational and controllership changes to ensure accurate financial reporting.
- **\$363,000 of value-added tax (VAT) paid in error to the UK identified and recouped.**

#### **INTERIM CFO**

GE - CAPITAL BANK U.K.

2004 - 2005

London, UK

The bank subsidiary of GE in the United Kingdom. Guided a team of six responsible for controllership, FP&A, treasury, collections and risk management.

- **\$950,000 recovered** by identifying a 90-day old settlement error with MasterCard.
- **Improved controllership, financial reporting and team dynamics** by creating a plan to assemble a team of Deloitte consultants and drive personnel changes to enhance the team skill set.
- **Honored the highly coveted "GE Imagination"** for results produced on this assignment.

#### **FINANCE MANAGER – PROJECTS**

GE - CORPORATE PAYMENT SERVICES

2003 - 2006

Salt Lake City, UT

GE's corporate credit card business issued cards to 170 Fortune 500 companies processing over \$12 billion in transactions. Dual role with full P&L ownership of a new debit card product line launch and finance project manager for a massive ERP conversion of credit card processing platforms in Europe and the United States.

- **\$15 million in annual revenue reached** by launching a new debit card product, creating pricing models and collaborating with business development to land profitable deals with EA Sports and Universal Studios.
- **Worked with IT to create a finance data warehouse** to facilitate customer and product line profitability analysis and client rebate reporting.

#### **CONTROLLER**

GE - CAPITAL FINANCIAL

2000 - 2003

Salt Lake City, UT

One of the two banks GE operates in the United States. Owned controllership for a \$4+ billion bank and led a team of 12, charged with Call Report, FDIC reporting, client billing, accounting, cash management, accounts payable, bank teller operations, and GL and audit coordination.

- **Team ranked as the best controllership** of ten GE Capital sites by the GE corporate audit staff.
- **Received highest ratings possible** for the four finance areas of the FDIC safety and soundness exam.

**Previous Experience: CFO of Global Connections Inc. & Internal Audit Manager for JC Penney**

### **EDUCATION & CERTIFICATION**

#### **Master of Business Administration**

*Utah State University*

**Bachelor of Science in Business Accounting** with emphasis in Speech Communications

*Penn State University*

#### **LICENSURE & CERTIFICATION**

*Certified Public Accountant (CPA), State of Utah since 1997*

*Six-Sigma Greenbelt, GE Certified since 2003*

#### **PROFESSIONAL DEVELOPMENT & VOLENTEER**

**Chairperson - Audit Committee – Carson City, NV** Appointed Term 2017-2018

**Speaker:** The Chicago CFO Invitational 2016; CFO Rising 2010 & 2016

Various annual CPE courses to maintain CPA



Question applies to multiple boards

**Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?**

Yes  No

Question applies to multiple boards

**Do you currently have a contract with Carson City for services/good?**

Yes  No

Question applies to multiple boards

**If yes, please provide contract details:**

Question applies to multiple boards

**Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?**

Yes  No

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## Education

Note: only complete this section if a degree is required for this position

**College, Professional, Vocational or Other Schools attended:**

University of Southern California (USC)

**Major Subject:**

Accounting

**Degree Conferred:**

Bachelor of Science

**Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:**

Worked as an auditor for a international accounting firm (PWC) after college and as a CFO/ Vice President Finance on various companies until I recently retired

**List the community organizations in which you have participated and describe participation:**

None

**List your affiliation with professional or technical societies: \*if required for the position.**

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**Personal/Professional References**

**Name, Telephone Number:**

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Curt Orgill, CPA 401 Ryland St, Suite 300 Reno, NV 89502

**Name, Telephone Number:**

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Rocco Tarantino PO Box 95733 Las Vegas, NV 89193

**Name, Telephone Number:**

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Ron Kronauge 225 Serena Drive Palm Desert, CA 92260

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

**I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.**

---

**I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.**

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I Agree \*

**FRANK A. ROIDE**  
2243 St. George Way  
Carson City, NV 89703  
Cell: 775.813.8367  
faroide@charter.net

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## **CORE STRENGTHS**

- Knowledge and skill in financial forecasting, business plan development, internal controls and budgeting processes.
- Ability to plan, organize, and prioritize to ensure that deadlines are met.
- Effective organizational, leadership, administrative and motivational skills.
- Ability to communicate, both written and verbal, to all levels of employees and management.
- Planned, organized and supervised client audits for an international CPA firm (PWC) which included analysis of accounting controls, systems and procedures.

## **PROFESSIONAL EXPERIENCE**

### **August 2007 – Retired February 2016**

Aloha Medicinals, Inc., Carson City, NV  
Chief Financial Officer

Aloha Medicinals, Inc., a bio-pharmaceutical company, growing medicinal mushrooms at its facility, selling direct through telephone and the internet and distributes wholesale bulk product throughout the United States and 50 countries around the world. The company was sold in January 2016.

- Developed detailed costing for all products and established sales prices to maximize gross margin for direct retail sales as well as wholesale distributor sales.
- Provide a monthly narrative analysis of all significant variances and business trends.
- Member of the management leadership team for all aspects of the business.
- Installed internal accounting controls and inventory controls in the manufacturing facility so that the Company could be audited.
- Installed systems and procedures for an accurate five-day closing of the financial statements that include the Balance Sheet, Statement of Operations and Statement of Cash Flows.
- Supervise the accounting, insurance, banking and human resource functions for the entire Company.

### **2001 to July 2007**

Greatbatch-Sierra, Inc., Carson City, NV  
Divisional Controller

Greatbatch-Sierra, Inc. was a subsidiary of Greatbatch, Inc. (NYSE:GB), a leading developer and manufacturer of batteries, capacitors and filtered feedthroughs used in medical implantable devices. Greatbatch-Sierra's sales were \$45 million dollars annually. The company was relocated to Mexico in August 2007.

- Installed systems and procedures that provide an accurate accounting close from ten business days to three business days from the end of the month.
- Developed a scrap analysis by work center which aided to reduce scrap by 50% from the historical averages.
- Developed an ABC inventory cycle count system that resulted in > 99% accuracy on \$5 million dollars of inventory.
- Assisted the Corporate Financial group in Buffalo, NY in the annual audit, annual budget compilation, and divisional Sarbanes-Oxley audit.
- Served as one of five associates who initiated and participated in the Quality Improvement Team (QIT), and Leadership Team.

### **1998 to 2001**

Nevada Environmental Laboratories, Reno, NV  
Chief Financial Officer

Nevada Environmental Laboratories is a full service analytical and environmental laboratory specializing in quality analysis of water, soil and air with two laboratories in Nevada and sales/service offices throughout the western United States.

- Established the entire finance and accounting department including personnel, polices, procedures and internal controls for both laboratories and sales/service offices.

### **1992-1998**

Biomolecular, Inc., Reno, NV  
Vice-President of Finance and a member of the Board of Directors

Biomolecular, Inc. manufactured and sold laboratory instruments including chart recorders, laboratory heater-stirrers and spectrophotometers with annual sales of \$10,000,000. The company was sold to Barnstead Thermolyne in 1998.

- Responsible for the annual and long-range budget, cash flow analysis and the timely completion of monthly financial statements.
- Managed all accounting, finance and human resources departments.
- Responsible for all documentation and relationships with outside investors, insurance companies, banking institutions and independent auditors.
- Member of the Steering Committee for ISO 9002 and Chairman of the Internal Audit Team for ISO 9002.

## **EDUCATION**

Bachelor of Science, University of Southern California, Accounting Major

## **AFFILIATIONS**

American Institute of Certified Public Accountants  
University of Southern California Business School - Accounting Circle  
Certified Public Accountant, State of California License #E13495  
Certified Public Accountant, State of Nevada License #A20128  
Beta Alpha Psi National Honorary Accounting Society Member

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**Profile**

Alexander

First Name

M

Middle Initial

Jaacovi

Last Name

alex.jaacovi@gmail.com

Email Address

3159 Hiko Court

Street Address

Suite or Apt

Carson City

City

NV

State

89706

Postal Code

Home: (747) 202-8065

Primary Phone

Home:

Alternate Phone

**Which Boards would you like to apply for?**

Audit Committee: Submitted

Question applies to multiple boards

**Why would you like to serve on this Board/Committee/Commission?**

I am a local accountant for Carson Tahoe Health and would like to be more involved in my community.

Question applies to multiple boards

**Are you currently a registered voter in Carson City?** Yes  No

Question applies to multiple boards

**Are you currently a member on any other Carson City Board, Committee or Commission?** Yes  No

Question applies to multiple boards

**If yes, please list:**

Question applies to multiple boards

**Term expiration:**

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**Conflict of Interest**



Question applies to multiple boards

**Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?**

Yes  No

Question applies to multiple boards

**Do you currently have a contract with Carson City for services/good?**

Yes  No

Question applies to multiple boards

**If yes, please provide contract details:**

Question applies to multiple boards

**Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?**

Yes  No

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## Education

Note: only complete this section if a degree is required for this position

**College, Professional, Vocational or Other Schools attended:**

University of Nebraska, Lincoln and Western Governor's University

**Major Subject:**

Accounting, English and History

**Degree Conferred:**

BA and BS

**Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:**

**List the community organizations in which you have participated and describe participation:**

**List your affiliation with professional or technical societies: \*if required for the position.**

Upload a Resume

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**Personal/Professional References**

**Name, Telephone Number:**

---

Darby Bryant [REDACTED]

**Name, Telephone Number:**

---

Marlene Harris [REDACTED]

**Name, Telephone Number:**

---

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

**I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.**

---

**I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.**

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I Agree \*

## Chapter 2.14 - CARSON CITY AUDIT COMMITTEE

### Sections:

#### 2.14.010 - Introduction.

As the demand for enhanced accountability and the increased examination of an adequate system of internal controls occurs in the public sector due to the Sarbanes-Oxley Act, so does the significance and importance of an audit committee.

The independence and objectivity between the Carson City audit committee and the city's management team ensures that internal controls are a key management objective of the city's operation. The Government Finance Officers Association and the Institute of Internal Auditors encourage the effective use of an audit committee in the public sector and considers this committee an integral element of public accountability and governance. The Carson City audit committee plays a key role with respect to integrity of the city's financial information; its systems of internal controls, the legal and ethical conduct of management and employees, and is an invaluable tool for ensuring that those responsible for financial management (management, auditors, and governing boards) meet the respective responsibilities for internal control compliance and financial reporting. Additionally, the Carson City audit committee provides a vehicle for open communications between the board of supervisors, the city management team, internal audit, and the independent external auditors.

(Ord. 2008-10 § 3, 2008)

#### 2.14.020 - Purpose of the Carson City audit committee.

The role of the Carson City audit committee is to maintain oversight of the auditing function, both internal and external resulting in increased integrity and efficiency of the audit processes for the city and the city's system of internal controls and financial reporting. The committee has three primary characteristics for it to successfully fill its obligations:

1. Independence. The Carson City audit committee will be independent both in fact and in appearance and requires processes to be in place to ensure such independence is maintained at all times.
2. Communication. The Carson City audit committee will maintain an open line of communication with the board of supervisors, city management, internal and external auditors; providing direction for the city's audit function and a framework of accountability.
3. Accountability. The Carson City audit committee contributes to the integrity of the financial reporting process and reinforces the culture of a strong system of internal controls throughout the city.

The Carson City audit committee shall provide oversight to the city's internal controls by assuring that the system of internal controls established by management are reviewed on a regular and systematic basis for functionality and effectiveness. The Carson City audit committee's duties shall include, but are not limited to, development of the risk assessment and annual work plan, review of all individual audit reports, review of the annual report of audits completed, review the status of corrective actions, the annual budget, and the performance of the internal auditor. Upon completion of these reviews, the Carson City audit committee will make appropriate recommendations to the board of supervisors.

(Ord. 2008-10 § 4, 2008)

#### 2.14.030 - Composition of the Carson City audit committee.

1. The Carson City audit committee will be independent and objective in its collective mindset individually and as a group. The committee will reflect the following attributes:
  - a. Excellent communication skills with each other and with others;
  - b. A willingness to fully participate in complex and sensitive matters that require resolution;
  - c. Public accounting, governmental accounting and auditing experience.
2. The Carson City audit committee shall be comprised of five (5) members; one (1) member from the board of supervisors and four (4) members from the public at-large.
  - a. One (1) member of the Carson City audit committee will be selected from the board of supervisors. The board member shall be selected each January when the board of supervisors addresses board and commission assignments.
  - b. The four (4) members at-large of the Carson City audit committee will be interviewed and selected by the board of supervisors. These members should have experience in financial services, public accounting, and/or governmental auditing, and current knowledge of public laws and regulations governing an audit committee. The terms shall be for staggered two (2) years; expiring on each alternate year.
  - c. The members at-large shall not accept any consulting, advisory, or other compensatory fees from the city and may not be an affiliated person with the city or any subsidiary thereof.
3. Should a vacancy occur in any position on the Carson City audit committee, the board of supervisors must follow the procedure set forth above to select a new member for the committee. The selection must occur within one (1) month of the vacancy occurring.
4. When deemed necessary, the Carson City audit committee may request that the city manager and other management employees attend a Carson City audit committee meeting in an advisory capacity. This individual may be requested to provide necessary information relative to internal controls, data, and analysis related to the specific objectives of the Carson City audit committee.

(Ord. 2008-10 § 5, 2008)

[\(Ord. No. 2009-24, § 1, 10-1-2009\)](#)

#### 2.14.040 - Responsibilities of the Carson City audit committee.

1. The Carson City audit committee will review and make recommendations to the board of supervisors regarding the annual financial audit, performance, compliance and efficiency audits, including specific issues of concern providing a higher level of accountability over the use of public funds and the adequacy of any city department or office performance measure for internal audit purposes. Reviews and recommendations by the internal auditor will be guided by the internal auditing standards. As appropriate, background documents related to specific audit issues will be sent to the committee during the course of each year.
2. The Carson City audit committee will:
  - a. Provide input into the annual risk assessment plan developed by the city auditor to identify areas of risk or exposure facing the city's organization; review and assess the steps necessary to minimize such risks in the future and improve operating efficiencies; oversee the internal auditor's creation and implementation of processes to identify potential fraud, waste and abuse of city resources and property and a findings reporting protocol;
  - b. Identify with key directors significant risks or exposures facing their organizations/operations to develop a "risk plan" and "audit work plan" to prioritize the city auditor's work load and assess the need for professional services;

- c. Annually review the audit scope and work plan of the city auditor in conjunction with the external auditors plan to address the coordination of audit efforts to ensure the completeness of coverage, reduction of redundant efforts and effective use of audit resources;
  - d. Discuss the fiscal health of the city in relation to the adopted budget with the city manager and the director of finance;
  - e. Consider matters related to the systems of internal controls, including overseeing compliance by management with applicable policies and procedures;
  - f. Review and make recommendations to the board of supervisors regarding audit findings including the status and implementation of recommendations for both internal and external audits;
  - g. Review and make recommendations to the board of supervisors pertaining to the internal audit budget for operating expenses and capital expenditures;
  - h. Oversee the appointment of the independent auditors to be engaged by the board of supervisors for external reporting and recommend to the board of supervisors the related audit fees;
  - i. Recommend to the board of supervisors to engage outside professional services when deemed appropriate for audit issues;
  - j. Review the internal audit charter and make recommendations to the board of supervisors when changes are deemed necessary;
  - k. Review and make recommendations to the board of supervisors for special requests for audit projects and have the authority to perform other duties as may be delegated to it by the board of supervisors;
3. Generally Accepted Auditing Standards (GAAS) and Government Auditing Standards require an independent auditor to evaluate the city's internal controls in connection with determining the extent of their audit procedures. The external auditors are required to alert the Carson City audit committee and the governing body regarding material matters. The Carson City audit committee will:
- a. Review and make recommendations to the board of supervisors pertaining to the external auditors annual audit plan and inquire into external audit matters as deemed appropriate;
  - b. Oversee the appointment of the independent auditors to be engaged by the board of supervisors for external reporting and establish the related audit fees; review and evaluate the performance of the independent auditors and establish a regular schedule for periodically re-bidding the annual audit;
  - c. Review and make recommendations to the board of supervisors regarding all significant written communications between the independent auditors and management, such as any management letter or schedule of unadjusted differences.

(Ord. 2008-10 § 6, 2008)

[\(Ord. No. 2012-11, § I, 8-2-2012\)](#)

#### 2.14.050 - Meetings of the Carson City audit committee.

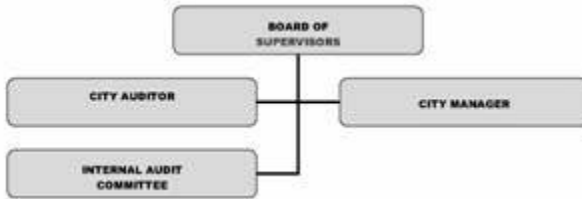
- 1. The Carson City audit committee will meet quarterly. All members are expected to attend on a regular basis.
- 2. The Carson City audit committee may ask members of management or others to attend meetings and to provide pertinent information when necessary.

3. Meetings are scheduled in accordance with the state's open meeting laws. The city auditor shall establish the agenda for meetings and will provide to members in advance, all appropriate briefing material.

(Ord. 2008-10 § 7, 2008)

[\(Ord. No. 2009-24, § II, 10-1-2009\)](#)

2.14.060 - Organizational chart.



(Ord. 2008-10 § 8, 2008)

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**Profile**

Ernie

First Name

Mayhorn

Middle Initial

Last Name

emayhorn@gmail.com

Email Address

915 W King Street

Street Address

Suite or Apt

Carson City

City

NV

State

89703

Postal Code

Mobile: (775) 220-2322

Primary Phone

Business: (775) 882-7768

Alternate Phone

**Which Boards would you like to apply for?**

Audit Committee: Submitted

Question applies to multiple boards

**Why would you like to serve of this Board/Committee/Commission?**

I am finishing my first term on this commission and truly enjoy the work we have done and the work we are undertaking in our efforts to assist the City with their internal audit work. We have a new internal auditor who is very experienced with Carson City, and I would enjoy being a part of the work we are undertaking for another term.

Question applies to multiple boards

**Are you currently a registered voter in Carson City?** Yes  No

Question applies to multiple boards

**Are you currently a member on any other Carson City Board, Committee or Commission?** Yes  No

Question applies to multiple boards

**If yes, please list:**

Question applies to multiple boards

**Term expiration:**

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**Conflict of Interest**

Question applies to multiple boards

**Within the past twelve (12) months, have you been employed by Carson City (including as an elected official)?**

Yes  No

Question applies to multiple boards

**Do you currently have a contract with Carson City for services/good?**

Yes  No

Question applies to multiple boards

**If yes, please provide contract details:**

Question applies to multiple boards

**Have you been convicted of a felony, domestic violence or gross misdemeanor involving moral turpitude (conduct contrary to community standards of justice, honesty and good morals)?**

Yes  No

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## Education

Note: only complete this section if a degree is required for this position

**College, Professional, Vocational or Other Schools attended:**

St. Mary's College

**Major Subject:**

Executive Management

**Degree Conferred:**

BA

**Briefly describe the qualifications you possess which you feel would be an asset to this Board/Committee/Commission:**

As an Enrolled Agent (Enrolled to practice before the IRS) since 2003 I am extremely familiar with audits, record keeping, legal issue, etc. In my prior life I was in sales and marketing, the last 5 years spent as a national sales manager with a \$31M budget, direct reports, and 130 sales reps, so I am also quite familiar with realizing efficiencies.

**List the community organizations in which you have participated and describe participation:**

Other than an early member of the initial committee for the State Fair, this will be my first within Carson City. Prior to my living in the area I had many organizations I had worked with and had received appointments from the President, Governor, Board of Supervisors, City Councils and Hospital Boards.



**List your affiliation with professional or technical societies: \*if required for the position.**

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National Association of Enrolled Agents, Nevada Society of Enrolled Agents, California Society of Enrolled Agents

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Upload a Resume

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**Personal/Professional References**

**Name, Telephone Number:**

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Jed Block, [REDACTED]

**Name, Telephone Number:**

---

Tristin Alishio, [REDACTED]

**Name, Telephone Number:**

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Michael Bertrand, [REDACTED]

I understand that my submitted application is considered public information. I understand the Board of Supervisors may require a pre-appointment background check for any position if deemed warranted.

**I hereby declare that all statements given by me on this form are truthful and complete to the best of my knowledge.**

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**I have read and understand the Carson City's Boards, Committees and Commissions Policies and Procedures.**

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I Agree \*