
Humboldt County Audit Committee Application



Instructions: Individuals interested in serving on the Humboldt County Audit Committee must complete this application form. Please submit this completed form along with a resume to:

Mail: Clerk of the Board
County of Humboldt
Re: Humboldt County Audit Committee
825 5th Street
Eureka, CA 95501

Email: COB@co.humboldt.ca.us.

Attach more pages if necessary, but please be concise. Applications are subject to the California Public Records Act and disclosure requirements.

Name: [Mychal Evenson](#)

Address: [Eureka, CA 95503](#)

Phone:

Email:

Employer (if employed): [County of Humboldt](#)

Position (if employed): [Administrative Analyst](#)

Are you applying for the Representative of a Special District or Schools? _____ or

Are you applying for the Representative as a Citizen Member? _____

1. Why do you want to be a member on the Audit Committee?

[I have served in many departments within The County, and I have seen many opportunities for internal controls, process, and procedures improvements. Further, the findings on The County's financial statements require adjustments to these controls, processes, and procedures. These adjustments must be grounded in effective change management theory and measurement to ensure both long-term and short-term compliance.](#)

2. This appointment requires an understanding of generally accepted accounting principles and financial statements; the ability to assess the general application of such principles in connection with the accounting for estimates, accruals and reserves; knowledgeable of or have experience in preparing, auditing, analyzing or evaluating financial statements; and possess an understanding of internal controls and procedures for financial reporting. Describe how your experience and/or employment qualifies you to serve on the Audit Committee?

I have participated in many program audits in my time with the county. I have also assisted with a single audit in my time in the Auditor-Controller's Office. I bring substantial education on program and financial audits from my college background and I understand the complex interrelation of these two types of audits for Federal funds.

I bring an important unique perspective into the Audit Committee. My career background in the IT industry and education specialization in Government Accounting provide me substantial skill in analyzing and developing procedures to remove inefficiencies while enhancing effectiveness and protection of taxpayer resources. The result is more secure processes with fewer cumbersome layers.

3. Do you have a bachelor's degree in accounting or related field. Please specify.

Master of Government Accounting - Rutgers University

4. Describe any previous Committee (or comparable) experience and how that would assist on this Committee.

Other groups of workers within my often seek my input on collaborative process and performance improvement initiatives due to my skill in these topics. My direct supervisors willingly allow me out of my direct chain of command to help others construct policies and procedures that enhance work quality while simultaneously enhancing work efficiency. I believe the entire fiscal process for the county struggles with this balance. By bringing in my perspective and expertise, I would inform on 21st-century tools to enhance work quality and efficiency within the county.

5. How would you work with other Committee members to arrive at decisions?

The foremost concern when working with other Committee members is strict adherence to the Ralph M. Brown Act. This is doubly true when working with topics of accountability. The second, and nearly equally important consideration is thorough detail and fact gathering to ensure the discussion held at the committee are fact-based and fact-driven. I will work to ensure that the committee is asking quality questions of interviewees and that a thorough understanding of any applicable situations is reached. I will work democratically with other members to ensure all decisions are feasible in both time and act.

6. How much time would you have for this committee per month?

10-20 hours or more as required. I anticipate investing more time around the release of any program audit, single audit, or cost plan to address any findings in a fact-based and informed manner.

7. Conflict of Interest:

A. Please disclose any campaign contributions you have made over the past 3 years to campaigns for the following: Board of Supervisors, Treasurer-Tax Collector, Auditor-Controller, or the campaign of a candidate to be a member of a legislative body of any local agency that has deposited funds in the county treasury (please note that campaign contributions do not prohibit a person from serving on the committee).

I have not donated in the past three-years to any of the aforementioned campaigns.

B. Are you employed with, or employed by, any bond writers, bond counsel, security brokerages, or financial services firms with whom the county Treasurer-Tax Collector is doing business?

Yes _____ No X

C. Do you understand and agree to abide by the Conflict of Interest provision in Section V of the Charter of the Humboldt County Audit Committee?

Yes X No _____

8. Please provide three references who can speak to your qualifications and ability to serve

a. Name: Elaine Hogan Title & Organization: Program Services Coordinator
County of Humboldt

Relationship to you: Colleague Phone: _ email: EHogan@co.humboldt.ca.us

b. Name: Karen Baker Title & Organization: Administrative Analyst
County of Humboldt

Relationship to you: Colleague Phone: _ email: KIBaker@co.humboldt.ca.us

c. Name: Jennifer Boyle Title & Organization: Social Worker
County of Humboldt

Relationship to you: Colleague Phone: ' email: JBoyle@co.humboldt.ca.us

I certify the information on this application to be accurate and complete to the best of my knowledge:

Signature Mychal Erenson Date 3/30/2021

MYCHAL EVENSON

. Eureka, CA 95503 |

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OBJECTIVE

To demonstrate adequate knowledge in government accounting to earn the one-year offsetting seat on the County of Humboldt's Audit Committee.

SKILLS

Languages

- English

Accounting Skills

- Strong knowledge of government GAAP
- Highly skilled in Microsoft Excel
- Skilled in Finance Enterprise
- Business Process Reengineering with a focus on efficiency, accuracy, and fraud mitigation

UNIQUE SKILLS AND PASSIONS IN ACCOUNTING

- Creating and implementing modernized workflows and digital tools to enhance efficiency and accuracy within the County of Humboldt processes. Example: I was the first county employee to implement a fully digital, paperless, accounts payable, and purchase request system while I was in the Sheriff's Department
- Internal Controls – Establish and understand weaknesses and fraud opportunities within current systems and develop new controls to eliminate them. Example: Discovered a potential for double-dipping travel expenses and improved the input system to detect attempted double-dipping better at the point of data entry.

EXPERIENCE

- 2/2020 – *present* **Administrative Analyst – Humboldt County Department of Health and Human Services – Public Health Branch – Healthy Communities Division**
- Design databases in Microsoft Excel and Microsoft Access to enhance work process reporting while enhancing internal controls and process efficiency
 - Participate in program audits as a representative of the county

- Use state and federal resources, up to and including the GAO Yellow Book, to perform test audits of internal controls and processes. This process finds weaknesses in internal controls before they become findings on program audits.
- Analyze spending amounts and rates in grant programs to ensure grant compliance and sufficient expenditure rates
- Draft Board Agenda Items for grants revenues and contracts exceeding the purchasing threshold
- Develop procedure improvements to enhance the efficiency of labor and reduce the time staff spends on administrative tasks and increase the time staff spends on program and service delivery

5/2018 – 2/2020

Senior Fiscal Assistant – Humboldt County Auditor-Controller - Accounts Payable Division

- Follow the State of California Office of the Controller Guide for Counties to verify warrants for payment for correct expenditure coding.
- Upload and create .csv files for import and verification within the county's financial subsystem
- Assist accounting team with creating accurate journal entries that are impacted by or impact accounts payable processes
- Assist in the development of cost planning and budgeting tools to use within the Auditor-Controller department, primarily focused on Microsoft Excel lookup tools and databases
- I was the primary point of contact between the Auditor-Controller department Accounts Payable Division and the Information Technology department for implementing the Finance Enterprise upgrade
- Communicate with department Accounts Payable personnel to ensure staff is trained appropriately on data entry methodologies.
- Technical guidance and consultation for the department

1/2017 – 5/6/2018

Fiscal Assistant I/II – Humboldt County Sheriff's Department

- Accurately and efficiently enter departmental warrants for payment to ensure timely payment to vendors and reduce late-fees from delayed payments.
- Follow County of Humboldt purchasing, procurement, and credit card guidelines, policies, and procedures to fulfill procurement needs within the Sheriff's Department in time to meet departmental needs.
- Process manual, paper-based, timecard system and input into payroll subsystem of accounting software in an accurate and timely manner to ensure public safety officers are paid for labor performed.
- Technical guidance and consultation for the department

5/2009 – 12/2016

IT Technician, Coastal Business Systems

- Maintain and inspect customer backups
- Inspect customer computers for dangerous usage
- Remove viruses from customer computers
- Describe system errors to clients in an easy to understand manner
- Research difficult issues
- Workstation and Office Equipment training
- Maintain data and information privacy and security

- Build customer PCs and servers to meet customer usage requirements.

EDUCATION

- 8/2020 - *present* Master of Public Administration – *Rutgers University (in progress)*
- 8/2019 – 12/2020 Master of Government Accounting – *Rutgers University (Completed)*
- 7/2017 – 2/2019 Bachelor's of Science – Professional Accounting *Colorado State University – Global Campus*