

Issue 2  
Volume 2021  
October



# *Newsletter*

# **OCTOBER**



Issue 2

Volume 2021

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**AGA**  
AUSTIN CHAPTER



AGA offers complimentary, members-only webinars and member discounts for online CPE opportunities.



As a member, you receive a subscription to the quarterly Journal of Governmental Financial Management.



AGA Austin Chapter offers networking opportunities, social networking, and leadership and volunteer opportunities.

# Newsletter OCTOBER

## PRESIDENT'S MESSAGE

Hello Austin Chapter,

Autumn is in full swing! I hope everyone is having a safe and relaxing fall season. It's hard to believe that Halloween has come and gone, and that Thanksgiving is already around the corner. Sometimes working from home will have that effect; the days seem long, but the weeks and months keep flying by!

In October, we had a wonderful CPE Webinar hosted by our AGA National President, Wendy Morton-Huddleston, CGFM, PMP. Wendy spoke on legacy, leadership, and transformation, in both her career as well as the accounting profession at large. The webinar also touched upon ways to maximize your AGA membership, as she shared tips and tricks for success within our organization. Thank you again, Wendy, for an excellent presentation!

In case you missed last month's event, don't fret -- more are headed your way! This Thursday, November 12th, at 12pm, join us for a FREE CPE Webinar hosted by AGA Austin's own Bhakti Patel! Bhakti will be presenting on changes in the 2020 Compliance Supplement, the upcoming Addendum, and CARES Act funding. With over 18 years in her profession,

this is an event you don't want to miss! Click [here](#) to register.

As always, on behalf of myself and the rest of the board, we thank our members for their continued support and efforts; your patronage continues to ensure that our AGA Chapter remains the premier professional organization in Austin. Stay safe, and I hope to see you all at this month's webinar!



Best Regards,  
Aria Negahban, PMP  
President, AGA Austin Chapter



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# MEMBERSHIP NEWS

*AGA IS THE ASSOCIATION FOR ALL FINANCIAL MANAGEMENT RELATED PROFESSIONALS SUPPORTING GOVERNMENT.*

The Chapter reported 113 members as of September 2020, including 1 member who joined in September. The Chapter welcomes the following new member:

- Ms. Shileen Lee

The following members also celebrated their 1 - year anniversary during the month of September:

- Ms. Rebecca Lyssy
- Mr. Arnold Robinson
- Ms. Mamie Steverson
- Ms, Jacqueline Tate



**Become a Member  
Today!**



AGA is the only association that supports professionals working in federal, state and local governments as well as the private, nonprofit and academic centers. As an AGA member, you gain access to a host of benefits designed to support your career growth and success.



# EVENT CALENDAR

*THROUGH TRAINING AND EVENTS, PROFESSIONAL CERTIFICATION, PUBLICATIONS AND ONGOING EDUCATION, AGA HELPS MEMBERS BUILD THEIR SKILLS AND ADVANCE THEIR SKILLS.*

November 12, 2020 12:00 - 1:00 PM CT	The 2020 Compliance Supplement and CARES Act Webinar   1 CPE <i>Hosted by AGA Austin Chapter *FREE</i>
November 18, 2020 <i>Concurrent sessions</i>	Technology & Transformation Summit Webinar   8 CPEs
December 2, 2020 2:00 - 3:50 PM ET	CEAR Reviewer Training Webinar   2 CPEs
December 9, 2020 2:00 - 3:50 PM ET	Internal Control Webinar   2 CPEs
January 13, 2020 2:00 - 3:50 PM ET	Uniform Guidance Webinar   2 CPEs
February 3, 2020 2:00 - 3:50 PM ET	GASB Update Webinar   2 CPEs





# THE 2020 COMPLIANCE SUPPLEMENT AND CARES ACT

*NOVEMBER 12, 2020*

*12 - 1 PM (CT)*

*PLATFORM: CONFERENCE I/O*

*FREE*

[Register Now](#)

Join us virtually at our complimentary November webinar as former AGA Austin Chapter President, Bhakti Patel, discusses changes in the 2020 Compliance Supplement and CARES Act funding. She will discuss changes in the 2020 Compliance Supplement as well as provide insight into the upcoming Compliance Supplement Addendum scheduled to be released in November. She will provide an overview of the CARES Act, its challenges, and resources available to help navigate compliance.

Bhakti is a Principal and CliftonLarsonAllen LLP and has over 18 years of experience with financial statement and compliance audits in the public sector, with an emphasis on state, local and special purpose governments. She currently serves as the Engagement Principal for the State of Texas Statewide Federal Single Audit. She has supervised a broad range of local government audits nationwide including some of the largest cities, counties, states, airports, transit agencies and seaports in the United States. As an industry expert, Bhakti has provided numerous technical trainings and presentations on topics including the CARES Act, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (“Uniform Guidance”), and GASB pronouncements.

## SEPTEMBER WEBINAR

# RECAP

AGA National President, Wendy Morton-Huddleston presented servant leadership and ways to cultivate a diverse slate of leaders. Wendy shared her experiences as she navigated her career and provided resources and tools that have helped her and others along the way.

Don't miss out next webinar on November 12!



## MEMBER SPOTLIGHT

# *Amber Capps* AGA Austin Chapter Secretary

Amber Capps recently joined the Texas Department of State Health Services (DSHS) and is working on the Finance team at State Medical Operations Center (SMOC) in Austin. Previously, she worked as a Consultant for CohnReznick's Disaster Recovery team assisting with project closeouts and making sure the clients were in compliance with FEMA's Public Assistance Grant. In 2016, she graduated from the George Bush School of Government and Public Service at Texas A&M University with her master's in Public Administration. Whoop! Amber grew up in Cedar Park/Leander area and has an Australian Shepherd named Winifred P. She also loves watching baseball (go Nats), cycling, scary movies, and spending time with her family. Before COVID, Amber was learning how to play tennis. She's excited to be apart of AGA and can't wait to meet everyone



# TREASURER'S REPORT

For the period ending 09/30/2020

Beginning Bank Balance	9/1/2020		\$3,578.60
Funds Received:			
	9/1/2020	ACH Deposits – September webinar	\$47.05
	9/1/2020	Dividend through 9/1/2020	\$0.31
		<b>Total Funds Received:</b>	<b>\$47.36</b>
Funds Available:			\$3,625.96
Funds Expended:			\$0.00
	Date	Check #/Credit Card Description	
	9/3/2020	2190 Chapter Conference Aug 20 – Jul 21	\$250.00
Ending Bank Balance	9/30/2020		\$3,375.96
Outstanding Checks:			0.00
Outstanding Deposits:			\$0.00
Adjusted Ending Bank Balance – 9/30/2020:			\$3,375.96
Total Chapter Funds Available Per Check Register – 9/30/2020:			\$3,375.96
Cash on Hand:		CU Min Savings Balance	\$5.00
		Luncheon Bank	\$40.00

# BOARD MINUTES

September 17, 2020 | 12PM



Meeting called to order at 12:10pm

1. Roll call: In attendance via Microsoft Teams: Aria Negahban, David Vasquez, Eddie Chan, Priscilla Suggs and Sharita Jefferson
2. Commencement of CEC Meeting
3. Secretary Position Now Open! Elba is stepping down from her Secretary position due to her increased workload demands. The CEC will need to get someone to fill her post to take notes at meeting and send email reminders before webinars
  - a. Priscilla has a coworker who may be interested in joining the board. Priscilla will reach out to her and let Aria know if she is still interested so we can coordinate with Elba and get the new person set up to complete the email reminder.
4. Review of September Webinar (good areas; areas for improvement for next month)
  - a. Money earned:
    - i. David: we earned about \$40-\$50
  - b. Number of Participants:
    - i. David: we only had 4 or 5 participants that paid; one of which we had to initiate a refund for because she did not attend
    - ii. Aria: how did participants get in without paying? Priscilla sent the link opening it up so that we could get our numbers up
  - c. Strategy for October:
    - i. David:
      1. We need to influence others to join early.
      2. Are we going to charge for this October webinar? It feels we need to in order to buy the LucidPress software to help Bhakti with her newsletters. Or we should at least ask for donations for the next two months since the sessions will be a little hard on selling to those who are not AGA?
    - ii. Priscilla:
      1. We need to get the October event set up now
      2. Priscilla already sent an email Evite to Wendy so she can put it on her calendar
      3. Priscilla will get clarity on the structure of Wendy's session. Will everyone's picture be displayed on the screen?
        - a. David: It will not have pictures of everyone in attendance on the screen
      4. We also need to get National AGA involved since it is tailored to AGA in order to get more people involved
    - iii. Aria:
      1. We can sell the October webinar by saying 'Here is your chance to have a one-on-one discussion with the AGA President, Wendy.'
      2. For October, we can get Louise's replacement (Megan Brien) to advertise on the National AGA website. Aria will talk to Megan and make sure she is able to do the same thing.
      3. Instead of making it optional, make it mandatory to pay \$5 if we are going to open it to AGA nationally



# BOARD MINUTES, CONT'D

September 17, 2020 | 12PM

- a. Priscilla: It will be more open towards a donation rather than a monetary commitment
  - b. Eddie: When people are given a choice of a donation, they usually do not make it. We should just require \$5. Sometimes people who really need CPE will pay it. We need revenue to cover our operating expenses
  - c. David: We will be transparent and say that since we had to go virtual, we will be utilizing the webinar fees to cover our operating expenses
  - d. Priscilla feels better about the fees after Eddie and David's suggestions
- iv. LinkedIn Posts
- 1. Aria: Does someone want to take on sending the LinkedIn post?
  - 2. Priscilla will. Last year Priscilla sent posts to those managers at state agencies linked to her on LinkedIn and she will do that again
  - 3. Priscilla: Send it out as an Evite with a 2-3 day advance reminder. Getting it to LinkedIn and National AGA will help us
- v. Email Reminders
- 1. Aria: We need to send email reminder at least a week before
5. Vote on Newsletter Software:
- a. \$120 for LucidPress vs. MS Publisher
    - i. Aria:
      - 1. Is in agreement with spending money on something that will make Bhakti's life easier. The newsletter looks neat and is a fancier version of Microsoft Publisher. Bhakti is okay either way. Do we need the software? Is it worth purchasing? Does not want to spend too much money if we do not have to.
    - ii. David:
      - 1. I am all for us purchasing the software if it will make it easier for Bhakti; especially since she works 80 hours a week. There needs to be a conversation between Bhakti and Eddie on what the deliverable is
    - iii. Priscilla: It is a web-based license that we will have only for a year for \$120 and will need to renew every year
    - iv. Eddie:
      - 1. Wants to talk to Bhakti to get more info from her about the software (1) will it compile all the documents sent to her? (2) what will the end product be - webpage or a .pdf file? (3) will Eddie need to build a link to it or can we download the .pdf to our site. Our web-posting services can do a marketing newsletter package that we already pay for. Eddie will talk to Bhakti & keep us in the loop, we only have a week & a half left in September
    - v. Web-hosting service, Eddie needs money from David to pay our domain fees for the year, \$160 total for both the domain & for the secure website. We renewed it last year and they charge for our account. We spend about \$13 a month. It is called a C-panel. It expires next Friday, we only have two Fridays to get it done; people won't be able to access the website if we do not. The National website only allows for members to register; if you are not a member, you cannot register
    - vi. The individual we are refunding is not a member and because she went straight to Square and paid for the event, it never sent her a link for registration. When the Square gets a payment it will send an email notification to Eddie the next day. When Eddie went to reconcile square he discovered the discrepancy that someone paid but there was no registration for this person. If registrants do not follow the instructions



# BOARD MINUTES, CONT'D

September 17, 2020 | 12PM

on how to register and go straight to Square to pay, they will not get the registration link. Eddie has already talked to Nationals about it to no avail. He is trying to get them to see that they will not lose anything if they make the necessary change to add registration for non-members as well. They will likely get more traffic if they include non members as well.

vii. David's AGA bank credit cards expired. He will go Friday to get them renewed and once he gets a temporary card, he will give info to Eddie so he can pay the domain fees

viii.

## 6. Update on Speakers

a. Crystal from HHS? Priscilla will follow up with Richard about Crystal Bearley see what a topic would be

b. Bhakti (Audit/CARES Act funding)

## 7. Current speaker lineup:

a. October 2020 (Wendy Morton-Huddleston, AGA National President, topic TBD) confirmed

b. November 2020: Open

c. December 2020: Open

d. January 2021: Open

e. February 2021 (Tracey Armstrong, RSM Exec on Diversity and Inclusion) confirmed

f. April 2021 (Tamara Lily, Assistant Inspector General, OIG at HHS, topic cybersecurity audits or soft skills) confirmed

i. Priscilla: Wendy's (AGA President) Executive Assistant emailed Priscilla with a possible speaker, but his topics are geared towards AGA. We need to put feelers out for November & December speakers

ii. Aria: Tyler Enslin International has spoken for AGA, but not sure if he charges

iii. Priscilla suggests sending the generic email to Tyler to let him know that we do not pay for speakers. Priscilla paid for a speaker out of pocket last year (December speaker) however does not wish to do that again. Some speakers want exposure and may not charge. Otherwise decline paid speakers.

iv. Aria: for Conference I/O we figured out that you have to embed Zoom or other software. National AGA was not clear on that.

## 8. Committee Reports

a. Past President (Priscilla)

b. Treasurer (David)

i. David tried to send speakers gift cards on five separate occasion. David sent Amazon gift cards for April and May's speakers (Tyler Link & Clint Tuttle) since we were unable to have their events in person and they did not receive a free lunch for their participation. He had to use his personal account, but will show a reimbursement to himself for payment and for Eddie to see when he reviews the bank statement

ii. Priscilla does not like the idea of giving gift cards to speakers and states this is just for the last 2 speakers this time

iii. Sharita noted this is just giving them a token of appreciation since we provided lunch to the other speakers. This is just to be fair and in keeping with finishing out the prior years events

iv. David: we are just now receiving payments that have been outstanding for months. We received payments from ERS. He just wants AGA accounts to get back to where we were so we can afford things like the new software, etc. without concern.



# BOARD MINUTES, CONT'D

September 17, 2020 | 12PM

- v. Secretary (vacant)
- vi. Education Committee Chair (Patti)
- vii. Membership (Richard)
- viii. Communications Chair (Bhakti)
- ix. Webmaster (Eddie)
- x. Research Committee Chair (Debi)
- xi. Chapter Historian (Sharita)
  - 1. We need to get the donated voice recorder from Elba

Action Items:

- Aria--We need to fill November and December luncheons
- Priscilla will put feelers out for speakers that will generate money for AGA
- Priscilla will follow up with Richard on Crystal Bearley see what a topic would be
- Eddie will change October's webinar to show a \$5 fee

Meeting adjourned at 1:05pm

## JOB POSTINGS



Texas Department of Family and Protective Services

Job Description:

**Auditor V**

**Apply Now**



Performs highly advanced and managerial auditing work for the Internal Audit Division. Work involves planning, scheduling, coordinating, conducting, supervising, and reporting the results of audits of agency functions and records; directing special reviews as requested by the Commissioner, Associate Commissioners, or legislature; determining whether established agency goals, procedures, and objectives are accomplished; evaluating agency compliance with policies, laws, rules, and regulations; assessing the adequacy of controls intended to safeguard assets; and determining whether agency resources are being used efficiently and effectively. Work is performed in accordance with Generally Accepted Government Auditing Standards, the International Standards for the Professional Practice of Internal Auditing, and agency policies and procedures. Work is performed under general direction with extensive latitude for the use of initiative and independent judgment.

**Essential Job Functions:**

Communicates with agency management and staff and with external contacts to provide, exchange, or verify information, answer inquiries, address issues, or resolve problems or complaints; and ensures audit reports are objective, clear, concise, constructive, and timely.

Establishes audit objectives and scope of work to be performed; obtains background information and determines the necessary staff resources and budget required to perform audits; reviews and approves audit planning documents including planning conference memos and audit work programs; and holds entrance conferences with agency management to discuss audit objectives and scope.

Supervises staff to include assisting the Director in hiring, evaluating, and disciplining employees following established human resources policies and procedures; outlines and communicates performance expectations to staff assigned to projects; assists the Director in completing performance appraisal development plans of staff; and establishes systems for setting priorities, planning activities, and organizing staff to



accomplish goals.

Leads and performs audits and audit related projects to include developing audit programs and questionnaires, performing fieldwork, documenting results, and developing relevant and accurate conclusions and recommendations; and tests and evaluates controls, compliance, and performance.

Reviews working papers and prepares audit report findings and recommendations, coordinates management responses, and completes draft audit reports; reviews staff work to ensure necessary audit steps were completed and properly documented; and ensures audit documentation is in compliance with applicable standards, policies and procedures and that evidence fully supports conclusions, findings, and recommendations.

Prepares and supervises the preparation of audit working papers; provides instruction for the accomplishment of audit objectives and to promote efficient and effective utilization of resources.

Monitors status of projects and prepares routine and ad hoc reports; coordinates and develops documentation and responses to status requests, special projects, and special requests for assistance from internal and external entities including the Legislature and federal and state entities.

Attends work on a regular and predictable schedule in accordance with agency leave policy and performs other duties as assigned.

**Knowledge Skills Abilities:**

- Knowledge of the International Professional Practices Framework, including the International Standards for the Professional Practice of Internal Auditing.
- Knowledge of generally accepted government auditing standards.
- Knowledge of health and human services programs.
- Knowledge of audit procedures and processes.
- Knowledge of accounting methods and systems.
- Knowledge of statistical sampling and evaluating sampled results.
- Skill in analyzing and evaluating program and policy issues.
- Skill in interpreting federal, state, and local laws, rules and regulations.
- Skills in interpreting policies and procedures relating to programs, management operations, and support services.
- Skill in applying auditing or accounting principles and practices.
- Skill in communicating orally and in writing effectively.
- Skill in interacting with individuals at all levels.
- Skill in managing conflict, negotiating resolutions, and resolving problems effectively.
- Skill in promoting teamwork.
- Skill in the use of computers and related equipment, including the use of Microsoft Office, to include word processing, spreadsheet, database, or presentation software programs.
- Ability to apply management principles and preferred business practices.
- Ability to plan, assign, and supervise the work of others.
- Ability to effectively prioritize, organize, and meet deadlines.

**Registration or Licensure Requirements:**

CPA, CIA, CISA, CFE, CGAP or CGFM certification is required.

**Initial Selection Criteria:**

- Bachelor's degree from an accredited college or university is required.
- CPA, CIA, CISA, CFE, CGAP or CGFM certification is required.
- Three years full-time accounting, auditing, management information systems, quality assurance, or other related business experience.

**Health and human services experience preferred.**

- Progressively responsible experience as an auditor or process improvement professional.
- Experience supervising and coordinating audit and consulting projects.
- Experience developing audit objectives and audit programs, including development of detailed audit steps.
- Experience planning, assigning, and supervising the work of others on projects.

## 8 ASSESSMENTS TO HELP MITIGATE CYBERSECURITY THREATS

### Key Insights

- ❑ Governments are facing greater IT risks and challenges
- ❑ To succeed during this time and beyond, you need to have proper data, metrics, and reporting to address current risks and threats
- ❑ Consider these eight key assessments that can help you tackle these challenging issues and risks.

By Jim Kreiser, CLA Principal  
June 1, 2020

Recent events have created opportunities for hackers and bad actors to increase—and adjust—their targeting. Industry professionals report a significant rise in social engineering attacks, ransomware attacks, and other threats. Among the likely targets are local governments and health care organizations.

### Remote workforces bring additional IT challenges

Today, governments are facing critical decisions and impacts related to remote access. Remote work and system access has increased exponentially, and at a time when IT departments are already dealing with security issues, threat management, and other IT-related dilemmas.

With a remote and mobile workforce, organizations face new risks and dynamics. This includes awareness, management, and mitigation of cybersecurity threats, as well as remote connectivity risks, data encryption and security, and more.

The struggle to balance security and confidentiality of data and systems with user functionality and effectiveness may be at an all-time high. With the developing and growing threat of social engineering and email phishing, IT security has become a true business risk.

### Take steps to understand your cybersecurity risk

To help protect your organization in this environment, you need proper data, metrics, and reporting. There are several critical assessments that organizations can utilize to better understand current cybersecurity risks and threats and to address their own particular vulnerabilities.

Here are eight key assessments and reports that management and IT can utilize to tackle these challenging issues and risks.

- **Network penetration and wireless testing**— Help keep hackers away by knowing your current level of exposure and your monitoring functions, as well as how to recognize and respond to breaches in your network systems.
- **Web and application penetration testing**— From business partners requesting access through your firewall to your staff requiring 24/7 mobile connectivity, it is imperative to understand your current risk profile and how to strengthen your defenses.

- **Application and general controls review**— How recently have you reviewed your general controls (i.e., your people or policies)? Develop an IT risk assessment and internal audit plan. Identify simple and moderate (low-cost) controls that can be applied to mitigate application and data security risks.
- **Social engineering assessment**— Do your employees know and understand how to protect sensitive information and respond to email phishing or pre-text calls? Analyze the effectiveness of your administrative, physical, and technical safeguards.
- **GLBA information, HIPAA, and PCI data protection risk assessments**— Avoid compliance risks and impacts, loss of funds, or reputation loss due to data breach or stolen credentials, by thoroughly understanding your compliance levels and any gaps in process, tools, and functions.
- **Security policy review and development**— The weakest link in a cybersecurity strategy is often the end user. Do you have security policies that help develop the proper culture of awareness and communication among your staff?
- **Security awareness training**— Is your team aware of the types of current attacks and trends, and how to respond to or avoid these threats? Teach your staff how to recognize threats and use security controls.
- **Incident response and forensic investigation**— Are you confident in your policies and responses? Align your strategy with proven practices when identifying, assessing, and documenting security incidents

Jim Kreiser is a Principal at CliftonLarsonAllen, LLP (CLA) with over 22 years of professional services experience in providing consulting and advisory services, including holding roles such as chief risk officer, general auditor, and other. He focuses on governmental entities, healthcare and financial institutions.

## PROTECT YOUR DATA



Recent events have created opportunities for hackers to increase their attacks. Here are eight key assessments that governments can use to understand potential threats and vulnerabilities.



# AGA AUSTIN 2020-2021

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