



DEPARTMENT OF CONSUMER AFFAIRS
CALIFORNIA BOARD OF ACCOUNTANCY
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**CALIFORNIA BOARD OF ACCOUNTANCY (CBA)
PEER REVIEW OVERSIGHT COMMITTEE (PROC)**

**PROC MEETING
NOTICE & AGENDA**

**Friday, February 10, 2012
9:00 a.m. – 3:30 p.m.**

California Board of Accountancy
2000 Evergreen Street, Suite 250
Sacramento, CA 95815
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PROC Purpose Statement

To provide recommendations to the CBA on any matter upon which it is authorized to act to ensure the effectiveness of mandatory peer review.

- I. Roll Call and Call to Order (**Nancy Corrigan, Chair**).
- II. Report of the Committee Chair (**Nancy Corrigan**).
 - A. Approval of the December 9, 2011 PROC Minutes.
 - B. Report on the January 26-27, 2012 CBA Meeting.
 - C. Report on Conflicts of Interest Involving Members of the PROC.
- III. Report on PROC Activities (**Nancy Corrigan**).
 - A. Report on the January 20, 2012 American Institute of CPAs' Peer Review Board Meeting.
 - B. Report on CalCPA Report Acceptance Body (RAB) Meetings:
 - i. December 13, 2011
 - ii. January 5, 2012
 - iii. January 24, 2012
- IV. Reports and Status of Peer Review Initial Implementation.
 - A. Statistics of Licensees Who Have Reported Their Peer Review Information to the CBA (**Kathy Tejada, Enforcement Manager**).
 - B. Status of Correspondence to Licensees Regarding Peer Review Reporting (**April Freeman, CBA Staff**).

- C. Status of PROC Roles and Responsibilities Activity Tracking (**April Freeman**).
- D. Discussion of UPDATE Articles Regarding Peer Review Tips and Recruitment of Peer Reviewers (**April Freeman**).
- E. Discussion Regarding Verification of Peer Review Reporting Forms (**April Freeman**).
- F. Discussion Regarding Consumer Feedback on Peer Review Program Provider (**Rafael Ixta, Enforcement Chief**).

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- V. Discussion Regarding Peer Review Survey Results (**April Freeman**).
- VI. Discussion Regarding the PROC's Annual Report to the CBA (**Rafael Ixta**).
- VII. Discussion of PROC Member Reappointment (**Rafael Ixta**).
- VIII. Discussion Regarding PROC Assignments (**Nancy Corrigan**).
- IX. Future Agenda Items (**April Freeman**).
- X. Public Comment for Items Not on the Agenda.
- XI. Adjournment.

Please note: Action may be taken on any item on the agenda. All times are approximate. In accordance with the Bagley-Keene Open Meetings Act, all meetings of the PROC are open to the public. Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the PROC prior to the PROC taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issue before the PROC, but the PROC Chair may, at his or her discretion, apportion available time among those who wish to speak. Individuals may appear before the PROC to discuss items not on the agenda; however, the PROC can neither discuss nor take official action on these items at the time of the same meeting. (Government Code sections 11125, 11125.7(a).) CBA members who are not members of the PROC may be attending the meeting. However, if a majority of members of the full board are present at the PROC meeting, members who are not members of the PROC may attend the meeting only as observers.

The meeting is accessible to individuals with physical disabilities. A person who needs a disability-related accommodation or modification in order to participate in the meeting may make a request by contacting April Freeman at (916) 561-1720, or by email at afreeman@cba.ca.gov, or send a written request to the CBA office at 2000 Evergreen Street, Suite 250, Sacramento, CA 95815. Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.

For further information regarding this meeting, please contact:

April Freeman, Peer Review Analyst
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An electronic copy of this agenda can be found at <http://www.dca.ca.gov/cba/calendar.shtml>.