



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**

Hyatt Place Ontario  
 4760 E. Mills Circle  
 Ontario, CA 91764  
 (909) 980-2200

**Friday, August 23, 2013  
 9:30 a.m. – 12:30 p.m.**

**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.*

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| 9:30-9:35   | I. Roll Call and Call to Order ( <b>Nancy J. Corrigan, Chair</b> ).  |
| 9:35-10:00  | II. Report of the Committee Chair ( <b>Nancy J. Corrigan</b> ).<br>A. Approval of the June 21, 2013 PROC Minutes.<br>B. Report on the July 25, 2013 CBA Meeting.   |
| 10:00-10:30 | III. Report on PROC Activities ( <b>Nancy J. Corrigan</b> ).<br>A. Report on the July 10, 2013 PROC Summit in Nashville, TN.<br>B. Report on the July 25, 2013 CalCPA Advanced Peer Review Class.<br>C. Report on the August 14, 2013 AICPA PRB meeting.<br>D. Report on the August 21, 2013 RAB meeting.<br>E. Assignment of Future PROC Activities.<br>F. Discussion Regarding Proposed PROC Meeting Dates for 2014. |
| 10:30-10:45 | IV. Reports and Status of Peer Review Program ( <b>April Freeman, CBA Staff</b> ).<br>A. Updates on Peer Review Reporting Forms Received and Correspondence to Licensees.<br>B. Status of PROC Roles and Responsibilities Activity Tracking.   |
| 10:45-11:00 | <b>Break</b>   |
| 11:00-12:15 | V. Report of the Enforcement Chief ( <b>Rafael Ixta, Enforcement Chief</b> ).<br>A. Discussion Regarding the Creation of a PROC Oversight Checklist to Analyze Peer Reviews Accepted by Out-of-State Administering Entities.<br>B. Discussion of Letter to the Compliance Assurance Committee Regarding the Status of the Oversight of the National Peer Review Committee.   |

- C. Discussion on the Recommendations of the Task Force Created to Review the Voluntary Peer Review Survey.
- D. Discussion Regarding AICPA's Oversight Visit Report of CalCPA.
- E. Discussion Regarding the Status of the Confidentiality Letter Signed by all PROC Members.
- F. Discussion and Revisions to the PROC Procedures Manual.
- G. Discussion of Travel and Reimbursement Rates Effective July 1, 2013.

- 12:15-12:20 VI. Future Agenda Items (**April Freeman**).
- 12:20-12:30 VII. Public Comment for Items Not on the Agenda.
- VIII. 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 [april.freeman@cba.ca.gov](mailto:april.freeman@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:

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An electronic copy of this agenda can be found at <http://www.dca.ca.gov/cba/calendar.shtml>.