



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, October 19, 2012
9:30 a.m. – 12:30 p.m.**

Marriott Los Angeles Burbank Airport
2500 North Hollywood Way
Burbank, CA 91505-1019
(818) 843-6000

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 J. Corrigan, Chair**).
- II. Report of the Committee Chair (**Nancy J. Corrigan**).
 - A. Approval of the August 24, 2012 PROC Minutes.
 - B. Report on the September 20-21, 2012 CBA Meeting.
- III. Report on PROC Activities (**Nancy J. Corrigan**).
 - A. Report on the October 11, 2012 American Institute of Certified Public Accountants' Peer Review Board Meeting.
 - B. Scheduling of the 2013 Administrative Site Visit of the California Society of Certified Public Accountants (CalCPA).
 - C. Discussion Regarding CalCPA's Verification of Reviewer Qualifications.
 - D. Assignment of Future PROC Activities.
- IV. Reports and Status of Peer Review Program (**April Freeman, CBA Staff**).
 - A. Updates on Peer Review Reporting Forms Received, Correspondence to Licensees, and Citations Issued to Licensees that Failed to Respond to CBA.
 - B. Status of PROC Roles and Responsibilities Activity Tracking.
- V. Discussion Regarding the Proposed Checklists for Peer Reviewer Training Courses and Peer Review Board Meetings (**Nancy J. Corrigan**).
- VI. Report of the Enforcement Chief (**Rafael Ixta, Enforcement Chief**).
 - A. Development of the 2012 Annual Report to the CBA.
 - B. Discussion Regarding the Checklist for Recommending Approval of Peer Review Program Provider Applications.

- C. Discussion and Possible Action Regarding the National Association of State Boards of Accountancy's Compliance Assurance Committee's Response to the PROC's August 31, 2012 Letter Regarding Oversight of the National Peer Review Committee.
- D. Discussion of Options for Committee Members and the Public to Attend PROC Meetings Remotely.
- VII. Future Agenda Items (**April Freeman**).
- VIII. Public Comment for Items Not on the Agenda.
- IX. 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:

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