

**Yavapai College
District Governing Board
Special Board Meeting**

**Thursday, September 3rd, 2026
Rock House and Virtually
1:00 p.m.**

The YouTube channel and Rock House will be open to the public at 12:45 p.m. at the latest. All individuals attending the meeting in person will be allowed to bring clear bags ONLY into the meeting. In addition, the College has implemented advanced weapons detections systems/metal detectors for attendees. These requirements are similar for attendees at any sporting event or concert, and they are intended to ensure safety. Please plan accordingly.

**Prescott Campus
Rock House
1100 E Sheldon Street
Prescott, AZ 86301**

Livestream Link:
<https://www.youtube.com/user/YavapaiCollege>

Pursuant to Arizona Revised Statutes (A.R.S.) §38-431.02, notice is hereby given to the members of the Yavapai College District Governing Board and to the general public that the Board will hold a public meeting, open to the public as specified below. The Board reserves the right to change the order of items on the agenda. One or more members of the Board may participate in the meeting by telephonic communication.

Pursuant to A.R.S. §38-431.03.A.2, A.3 and A.4, the Board may vote to go into Executive Session, which will not be open to the public, for legal advice concerning any item on the agenda to review, discuss and consider records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law; or to consult with and instruct its attorneys regarding its position on contracts, litigation or settlement discussions. If indicated on the agenda, the Board may also vote to go into executive session, which will not be open to the public, to discuss specific agenda items.

Persons with a disability may request reasonable accommodation, such as a sign language interpreter or closed captions, by contacting the Executive Assistant at (928)776-2307. Requests should be made as early as possible to allow time to arrange the accommodation.

Please note that the meeting conclusion time is included for planning purposes only and does not necessarily reflect the actual time of the agenda item. When regular board meetings, public hearings (both truth in taxation and budget adoption public hearings) and budget adoption special meetings are scheduled for the same date, each hearing or meeting will begin immediately upon adjournment of the preceding hearing or meeting.

If the agenda includes an Open Call, members of the public will have no more than 3 minutes to speak. The time allotted for each speaker may be less than 3 minutes, depending on the number of individuals wishing to address the board at the meeting and the board president's determination of the total time available for open call at the meeting, given the other matters on the board's agenda. *In addition, if there are a number of people who wish to speak about the same issue and who have the same viewpoint about that issue, the board president may direct them to appoint a representative or representatives to speak for the entire group. Members of the board may not discuss items that are not specifically identified on the agenda but that are raised in Open Call. Matters raised during Open Call that are on the current board agenda may be discussed and/or decided by the board at the appropriate time on the agenda.

Yavapai College District Governing Board operates as a policy governance Board. This means that the Board makes all the policy decisions, adopts an annual budget, and hires the college president. The college president oversees daily operations and supervises college employees.

AGENDA

1. General Functions: Procedural
 - a. Call to Order
 - b. Pledge of Allegiance {Time: 1}
 - c. Call to the Public – **INFORMATION ONLY** – {Time: 10}
 - d. Adoption of Agenda – Board Chair Steve Bracety – **DECISION** {Time: 5}
2. Board Business
 - a. Executive Session
 - i. A.R.S. §38-431.03(A)(3)(Legal Advice) and (A)(4)(Contracts), Discussion and Direction to the Board's Attorneys Regarding the Terms of the College President's Contract – Attorney Jon Paladini, Board Attorney – **PROCEDURAL** - {Time: 45}
 - b. Convene in Public Session
 - i. Possible Action: Consideration, Decision and or Approval of Agreement Related to Item 2a-i as a Result of Executive Session – Attorney Jon Paladini, Board Attorney - **DECISION** - {Time: 10}
 - c. Forensic Audit Status Update – Representative from Baker Tilly Advisory Group LP, Dr. Douglas Berry, Acting President – **INFORMATION AND DISCUSSION** - {Time: 45} (*Attached*)
3. Request for Future Agenda Items - **INFORMATION, DISCUSSION AND DECISION** {Time: 10}
4. Adjournment of Board Special Meeting: Procedural – **DECISION** {Time: 1}

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Yavapai County Community College District

Investigation and Forensic Analyses / 09.03.2026

Approach

01

Planning & Scoping

- Obtained an overview of the College's financial, operational, and internal control processes.
- Obtained and reviewed preliminary supporting documentation.
- Developed an initial and subsequent comprehensive information request list, points of contact, and agreement on data access and file transfer protocols.
- Established a preliminary work plan and modified initial scope and fee estimates based on preliminary understanding.

02

Forensic Analysis Procedures

- Collected supporting financial records for the scope period.
- Performed forensic review to determine any potential inappropriate conduct by the Management of Interest.
- Conducted ad hoc meetings for questions and clarification on the data and documents as needed.

03

Summary of Analysis

- Presented observations and procedures performed during the review to key stakeholders and solicited input and feedback prior to finalizing our analysis report.
- Presented our summary findings and proposed improvements to management to address observations discovered during the forensic review.

Observations

Our procedures *did not identify evidence* of fraud or other intentional misconduct, though we observed that certain policies and procedures in place during prior periods were either not formally documented or were not consistently applied. In addition, our review identified circumstances involving governance, approval practices, documentation, and oversight that increased the potential for conflicts of interest or inconsistent administrative practices, such as:

- Assigned access extended across a substantially greater number of accounts and departments than what would be considered necessary to perform the assigned job responsibilities of the Management of Interest's role.
- During the period in which the Management of Interest served as a Director on the Prescott Valley Chamber of Commerce Board, payments to the Prescott Valley Chamber of Commerce were more than three times the amount paid to the next highest-paid chamber during the same period.
- Supporting documentation indicated that the Management of Interest approved disbursements to Prescott Valley Chamber of Commerce while executing duties on Prescott Valley Chamber of Commerce's Board.

Scope & Methodology

Scope

- Performed an assessment of financial transactions, such as expenditures, around potential financial misconduct by Management of Interest that, if substantiated, could conflict with College policies in effect during the period from July 1, 2017 through January 31, 2026.

Methodology

- Implemented a structured approach to gather relevant supporting documentation and conducted a forensic review to determine any potential inappropriate conduct by the Management of Interest.
- The Analyses evaluated the circumstances and communication around expenditures made by the Management of Interest.

Procedures

As a result of concerns around potential financial misconduct, the College engaged Baker Tilly to conduct an investigative review into these various matters, which included, but was not limited to, the following items:

Organizational Structure and Approval Hierarchy

- Obtained an understanding of the College's organizational structure based on Management of Interest's roles, responsibilities, and reporting relationships within the College.
- Performed a targeted review of College management's email communications to obtain an understanding of reporting relationships, approval practices, and operational activities and to identify information relevant to the Matters under review.
- Obtained an understanding of Management of Interest's access to financial systems and assessed whether the level of access appeared reasonable for the performance of assigned job responsibilities.

Procedures (cont.)

Foundation Activity

- Reviewed Foundation expenditures associated with College business to assess their nature, purpose, and consistency with College operations and established policies.

Personal Expenditures

- Reviewed travel expenditures associated with College business to assess whether they were appropriately supported and consistent with applicable policies.

External Business Relationships

- Reviewed the College's relationship with the Prescott Valley Chamber of Commerce, including the nature and purpose of expenditures or other interactions.
- Reviewed transactions involving single-source vendors to understand the procurement process, supporting documentation, and justification for vendor selection, where applicable.

Recommendations

Based on our review and procedures performed, we identified opportunities to further strengthen internal controls, oversight processes, and governance practices within the College's operating and financial environment. The following recommendations were provided for College management's consideration:

- Continue to strengthen the College's control environment by reinforcing expectations regarding accountability, stewardship of College resources, and compliance with established policies and procedures. The College should reinforce the responsibilities of individuals with approval authority by ensuring approvers are provided with sufficient information to make informed approval decisions.
- Require sufficiently detailed and standardized descriptions for all transactions recorded in the general ledger, including transactions processed individually or through bulk or batch uploads. The College should establish minimum documentation standards for financial transactions and perform periodic reviews to ensure these standards are consistently applied.
- Conduct a comprehensive assessment of user access across all financial and operational systems to ensure employees are granted only the level of system access necessary to perform their assigned job responsibilities.

Questions?

Thank you.



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