



**June 18, 2026**

**To:** Finance and Administration Committee

**From:** Darrell E. Johnson, Chief Executive Officer

Janet Sutter, Executive Director  
Internal Audit Department

**Subject:** Ralph M. Brown Act Compliance, Internal Audit Report  
No. 26-512

### **Overview**

The Internal Audit Department of the Orange County Transportation Authority has completed an audit of compliance with the Ralph M. Brown Act. Based on the audit, the Orange County Transportation Authority complies with Ralph M. Brown Act requirements; however, one recommendation was made to management to retain evidence of compliance with physical posting requirements.

### **Recommendation**

Direct staff to implement one recommendation provided in Ralph M. Brown Act compliance, Internal Audit Report No. 26-512.

### **Background**

The Ralph M. Brown Act (Brown Act [Government Code Section 54950 et seq.]) is an open meeting law that guarantees the public's right to attend and participate in meetings of a local legislative body. The Brown Act dictates agenda posting requirements for both regular and special meetings of the Board of Directors (Board) and its committees, as well as meetings of public committees. The Brown Act specifies information and elements required to be included in public agendas and sets forth limitations and posting requirements for closed session items. AB 2449 (Chapter 285, Statutes of 2022) and SB 707 (Chapter 327, Statutes of 2025) amended the Brown Act by introducing teleconferencing requirements.

The Clerk of the Board (COB) Department reports to the Chief Executive Office and is staffed by a senior section manager and four Board specialists. Among other duties, the COB Department is responsible for the Board and committee agenda process, including preparation and distribution of agendas, ensuring public meetings are held in compliance with the Brown Act, recording of actions taken by the Board and committees, and maintaining a comprehensive records management system supporting Board and committee actions.

***Discussion***

Board and committee meeting agendas are displayed on an outdoor electronic kiosk; however, there is no record of these postings and, as such, no evidence of compliance with Brown Act requirements for timeframe and content of agendas. Internal Audit recommended management work with Information Systems staff to obtain evidence of the content and timing of agendas posted and retain such evidence for a reasonable period. Management agreed and indicated they will work with Information Systems to ensure evidence is retained going forward and will establish a retention policy for evidence of postings.

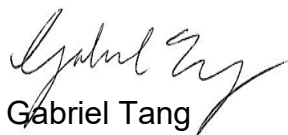
***Summary***

Internal Audit has completed an audit of Brown Act compliance and has offered one recommendation for improvement.

***Attachment***

- A.      Ralph M. Brown Act Compliance, Internal Audit Report No. 26-512

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