1) **Approval of the Minutes for October 28, 2015**

**ACTION:** The Board unanimously approved the minutes for October 28, 2015.

2) **Los Angeles Fire Commission – LAFD**

November 19, 2015 report requesting write-off of 38,280 uncollectible accounts receivable totaling $24,765,439.27, representing invoice amounts less than $5,000.

**ACTION:** The Board unanimously agreed to approve the request from LAFD to remove from its active accounts receivable the uncollectible amount of $24,765,439.27, representing 38,280 accounts less than $5,000.

3) **Housing and Community Investment Department (HCIDLA)**

December 11, 2015 report requesting write-off of 1,239 uncollectible accounts receivable totaling $575,270.46, representing invoice amounts less than $5,000.

**ACTION:** The Board unanimously agreed to approve the request from HCIDLA to remove from its active accounts receivable the uncollectible amount of $575,270.46, representing 1,239 accounts less than $5,000. The Board requests that the Department send all accounts for secondary collection.

4) **Department of Transportation**

January 19, 2016 report requesting write-off of 249,990 uncollectible accounts receivable totaling $31,546,494.10, representing invoice amounts less than $5,000.

**ACTION:** The Department has withdrawn this request.
5) **Department of Public Works – Bureau of Sanitation**

January 25, 2016 report requesting write-off of 1,518 uncollectible accounts receivable totaling $179,618.41, representing invoice amounts less than $5,000. After the meeting, PW-BOS submitted corrected reports with 1,483 invoices under $5,000 totaling $160,748.47 and 2 accounts over $5,000 with 30 invoices totaling $18,514.94.

**ACTION:** The Board unanimously agreed to approve the request from PW-BOS to remove from its active accounts receivable the uncollectible amount of $160,748.47 representing 1,483 accounts less than $5,000.

**ACTION:** The Board unanimously agreed to request the City Council to approve the request from PW-BOS to remove from its active accounts receivable the uncollectible amount of $18,514.94 representing two debtors, each owing more than $5,000.

6) **Public Comment**

None

7) **Next Regular Meeting**

The next scheduled meeting of the Collections Board of Review will be held on Wednesday, April 27, 2016.

8) **Adjourned**

9:55 a.m.