

June 9, 2009 Audit Oversight Committee Minutes

I. Call to order

Karen Percent, Chair, called the meeting to order at 3:35 p.m in the County Manager's, 2nd Floor Conference Room; 200 East Main Street, Durham, NC 27701.

II. Members

Present:

Ms. Karen Percent, Committee Chair, Mr. Michael M. Ruffin, County Manager, Commissioner Reckhow, Vice Chair, Mr. Manuel L. Rojas
Mr. Samuel Maclin, Secretary, Commissioner Page

III. Others Attending

Mr. Richard Edwards, Audit Director

IV. Business

- A. Mr. Rojas moved and Commissioner Reckhow seconded the approval of the minutes. The minutes were approved.
- B. Officers were elected for the fiscal year 2010 term. Karen Percent was re-elected as Chair, Commissioner Page was elected to serve as Vice-Chair, and Manuel L. Rojas was elected to serve as Secretary.
- C. The 2010 Annual Audit Plan was approved, with instructions to revise risk rating for several auditable units.
- D. The Committee agreed that in the future, agenda items that at not completed during the scheduled meeting will be continued and completed during the following regular meeting.
- E. Manuel Rojas was asked by the Chair to provide a mission statement proposal for the Audit Charter and the Oversight Committee at the September Meeting. Each member was asked to review both the Charter and Oversight Committee By-Laws and submit suggestions for changes to promote best practices during the September 2009 meeting.
- F. The Procurement Card report was approved pending review and editing collaboration by the Committee Chair and the Audit Director. Commissioner Reckhow noted that the report has been in draft form since April and suggested that the report be immediately issued so the implementation plan could begin. The County Manager informed Committee Members that implementation has begun although the report has not been issued in final form.
- G. The next meeting is scheduled for Tuesday September 8, 2009 at 3:30 p.m.

V. Adjournment

The meeting was adjourned at approximately 4.37 p.m.

Minutes submitted by:

Minutes approved by: