

December 2, 2009
Audit Oversight Committee Minutes
Durham County

I. Call to order

Karen Percent, Chair, called the meeting to order at 3:45 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, Commissioner Reckhow, Mr. Manuel L. Rojas, Secretary, Mr. Samuel Maclin

III. Others Attending

Mr. George Quick, Finance Director
Mr. Richard Edwards, Internal Auditor
Ms. April Adams, Audit Manager, CBH
Mr. Eddie Burke, Partner, CBH

IV. Business

- A. The minutes were approved as presented.

- B. Cherry, Bekaert, & Holland representatives Adams and Burke gave a presentation of 2009 financial audit results. The report described requirements for future audits and The Single audit noted two findings, both involving a DSS program for Special Assistance for Adults. The findings were (1) controls failed to identify a caseworker who was not properly documenting the eligibility of potential recipients, and (2) a caseworker failed to maintain proper eligibility and verification documentation to support eligibility for Special Assistance. Mr. Quick, Finance Director, said the caseworker involved is no longer employed by the county and that any payments made have been expensed. The auditor was reminded that a follow-up should be conducted before next year's audit to determine the status of the reported conditions.

- C. Continuation of AOC goals discussion:
 - The mission statement proposal was submitted with instructions to review and revise as necessary. The committee will discuss the proposals and adopt a mission statement at the March regular meeting,
 - The Audit Committee Charter Matrix has several items that need action; (1) The events calendar needs to be prepared and (2) an alternate member from the BOCC needs to be chosen.

- D. The Auditor proposed that the Cell Phone audit cease with work completed-to-date with recommendations that the County (1) take actions to comply with IRS laws for phone usage, (2) develop a County-wide cell phone policy, and (3) use a

single service provider to take advantage of efficiencies of consolidation. The auditor will communicate this in a memo to the County Manager.

- E. The Committee accepted the DSS Families First Audit and recommendations. Commissioner Reckhow expressed the importance of implementing the recommendations and wanted information regarding implementation actions. She was informed that the County Manager has begun implementing the recommendations.
- F. The Committee discussed audit follow-up procedures. Commissioner Reckhow emphasized the need to follow-up on the Sheriff's Office audit. The auditor told her the next scheduled audit engagement will follow-up on the Sheriff's Office.

The Committee decided that at future June meetings, the Auditor will report on recommendation implementation status in a format that shows reported implementations dates and disposition of the recommendations.

- G. The Committee decided that regular committee meetings will be held the second Tuesdays of September, December, March, and June at 3:30 p.m. unless scheduling conflicts require a revision.

V. Adjournment

There being no further business, the meeting was adjourned at approximately 5:00 p.m.

Minutes submitted by: Manny Rojas

Minutes approved by: