

**March 14, 2013**  
**Audit Oversight Committee Minutes**  
**Durham County**

**I. Call to order**

The meeting was called to order at 1:30 p.m. in the Durham County Main Library 3<sup>rd</sup> Floor Administrative Conference Room; 300 North Roxboro St., Durham, NC 27701.

**II. Members**

Present: Manuel Rojas, Chair; William Pierce, Vice Chair; Harrison Shannon, Secretary; Commissioner Howerton, Commissioner Foster, Jr.; Michael M. Ruffin, County Manager  
Note: Due to competing schedules, Mr. Ruffin did not attend entire meeting.

Others Attending:

Dr. Tyrone Baines, Presenter  
Richard Edwards, Internal Audit Director  
Brian Welch, Internal Auditor

**III. Business**

**A. Prior Meeting Minutes.**

Mr. Shannon moved and Mr. Pierce seconded the motion to approve the December 11, 2012 AOC meeting minutes. The voice vote carried and the minutes were approved.

**B. Health Department Emergency Preparedness and Readiness Compliance Audit (Richard Edwards, Audit Director)**

Mr. Edwards briefed the committee on the Health Department's Emergency Preparedness and Readiness Compliance Audit. The audit found the County in compliance with directives set by the State, and the State was pleased with the Health Department's emergency preparedness and readiness posture. Mr. Edwards informed the Committee that although the Department is in compliance, a concern regarding identifying "at risk" populations remain a long-term issue for the State and the County and is being addressed in conjunction with other County stakeholders such as EMS and Emergency Management.

**C. Status of Audit Recommendations (Richard Edwards, Audit Director)**

Mr. Edwards provided the Committee with the status of open recommendations. The recommendation of concern requires departments to segregate purchasing functions. Mr. Edwards sought to withdraw the County-wide recommendation for segregation and apply the recommendation to large departments with greater purchase volume. The Committee did not agree that the recommendation be withdrawn and will ask the County Manager to provide an analysis of the issue so as to provide the Committee with an informed decision. Mr. Pierce moved to not withdraw the recommendation and to seek a formal reply from the County Manager. Mr. Shannon seconded the motion. The voice carried and the recommendation will remain open.

**D. County-wide Risk Assessment**

Mr. Edwards reported to the Committee that he was working in an advisory capacity with various County departments to help them complete their risk assessments. The Committee did not agree with this approach and cited several reasons the Auditor should not be used as a medium to complete the risk assessment. One reason was that the additional work impedes the Auditor's ability to work on the approved audit plan for the year. Other reasons are that risk assessments are a function of management and not of audit, and the Auditor's difficulty with maintaining independence in such an arrangement. Mr. Shannon moved that Mr. Pierce draft a memo to the County Manager to remove the Auditor from work on the risk assessment. Commissioner Howerton seconded the motion. The voice carried and Mr. Pierce will draft a memo to the County Manager requesting that the Auditor be removed from work on the County's risk assessment.

Note: Due to time limitations for discussion of this issue, Mr. Pierce moved and Commissioner Howerton seconded the motion to temporarily suspend the meeting until after the retreat session. The voice carried and the meeting was temporarily suspended at 2:08 p.m. The meeting reconvened at 5:00 p.m.

**E. Old and New Business**

There was no new or old business addressed at the meeting.

**F. Next Meeting Date: June 11, 2013 @ 3:30 p.m.**

**IV. Adjournment**

There being no further business, the meeting was adjourned at approximately 5:02 p.m.