



DESCHUTES COUNTY- AUDIT COMMITTEE

Friday, March 12, 2021 – 12:00 PM to 3:00 PM

*Proposed
Agenda*

Virtual ZOOM meeting!

[Zoom Meeting](#)

ID:853 5791 1499 Passcode: 542305 by phone:1-253-215-8782

Type of meeting:

AUDIT COMMITTEE MEETING

Facilitator:

David Givans (County Internal Auditor)

**Committee
Members:**

6 – Public (P)
3 – County
Management (CM)
{Quorum of five}

Daryl Parrish (P), Retired - City Manager of Covina, CA **{CHAIR}**
Jodi Burch (P), CFO Redmond Fire and Rescue
Tom Linhares (P), Retired - Executive Director, Multnomah County Tax Supervising and
Conservation Commission **{Maybe can attend}**
Scott Reich (P), Umpqua Bank – VP Fair Lending
Summer Sears (P). Summer Sears CPA, LLC
Stan Turel (P), President Columbia Pacific Tax Service LLC
Patti Adair (CM), County Commissioner
Nancy Blankenship (CM), County Clerk
Nick Lelack (CM), Community Development Director

Also Invited:

Tom Anderson, County Administrator
Erik Kropp, Deputy County Administrator
Greg Munn – CFO / Treasurer
Samantha Pepper, Administration

Guests expected/invited:

Camilla Sparks, Accountant
Ashley Williams, Senior accounting technician

(180 min available)

Agenda topics

5

Introductions / Additions to agenda / **Minutes for 1/21/2021 for approval**

15

Popular Annual Financial Report (PAFR) FY 2020 - Greg

25

**INTERNAL AUDIT REPORT: #2021-6 County Accounting system (MUNIS)
purchasing topics: Part II – Vendor Master**

David Givans / Greg Munn

5

Follow-ups - CDD Cash Handling #20/21-7 **{Might be delayed}**

45

Risk assessment process - Overview

10

Internal audit program – budget request update - David

15

IA Succession planning (standing item) - David

10

External auditor - Hours - David

10

Accounting Manager recruitment - Greg

30

County Internal Controls - David

- **County fiscal policies - continued**

5

UPDATES/Other Items: - David

- Audits and follow-ups in process: Munis
- Whistleblower hotline activity
- See Internal Audit status report January 2021 through February 2021

Other business / closing

Special notes:

Next meeting: June 11, 2021 {See other meeting dates below– **please put on your calendar!**}

Status of communications/reports	
County code review – Audit committee and County Internal Auditor	6-2020 review
Continuing education activity	1/21/2021 – Internal Controls 3-12-2021 – Internal Controls
New audit committee member orientation	Completed for Nick Lelack (2/2020)
Deeper understanding of County operations. Meetings at departments.	Elections discussion (9/2020) 911 Service District (3/2019) Solid Waste (3/2018)
Annual report to Board of County Commissioners	1/21/2021 meeting 12/2019
Reports of possible material violations of laws or alleged breaches of fiduciary duties are discovered.	None noted. Received letter from OHA (the audit agency responsible for Deschutes on the Single audit requirements with no issues on 2019 CAFR single audit. (Dated 8/18/2020)
County updates on changes	None noted
Significant audit issues or changes	GAO audit alert 8-2020 attachment
Understanding County internal controls	9/17/2020 - Internal Controls 1/21/2021 – Internal Controls 3/12/2021 – Internal Controls
Review and ensure significant external audit recommendations are addressed.	None for FY20 CAFR
External audit recommended financial entries have been posted.	None for FY20 CAFR
Review and ensure significant Internal audit recommendations are addressed.	See ongoing follow-ups.
Reviews management representation letters.	9-2020 attachment
Assesses any independence issues with External auditors from non-audit work.	No non-audit work performed
Adjustments to financials from the external audit process are reviewed by audit committee.	None received for FY20 CAFR
Audit committee is consulted if management seeks a second opinion on accounting or audit matter	None in FY through 12/2020
Review of internal audit plan and budget	Budget discussion 1/2021 Biennial risk assessment – planning to request input starting March 2021
Process to assess effectiveness and value of internal audit.	Performance measures – Overall survey rating 95% FY20
Internal audit reporting relationships are reviewed	9/2020 delayed due to Covid-19 (OPEN) Last peer review evaluated (2017)
Establishes and manages the process for the selection, appointment, oversight, evaluation, retention and preapproval of services of the external auditors. Oversees fees.	Contract extended for FY 21 (Covid-19) RFP anticipated in 1/2022
Succession planning for audit committee	Board driven.

CALENDAR – FUTURE AUDIT COMMITTEE MEETINGS

Meetings are from Noon to 3pm. We generally meet in the Allen Room (or DeArmond Rm), at the Deschutes Services Center (County/State building). Locations may vary, so please watch for notifications. ***Please put these dates on your calendars and let me know if you have any conflicts.***

(General rule: Last month in the Quarter, second Friday of the month, noon -3pm)

- **June 11, 2021 – Friday (Zoom)**
- **September 16, 2021 (TBD)**
- **TBD November/December/January – OPEN**
- **March 11, 2022 – Friday (TBD)**

COMMITTEE Appointments and Expiration Dates 4-6 Public; 3 County

Name	Type	Original Appt.	Appt. Expiration date
Jodi Burch	Public	10/9/19	6/30/21
Tom Linhares	Public	9/7/16	6/30/22
Daryl Parrish	Public	9/7/16	6/30/22
Scott Reich	Public	5/22/19	6/30/21
Summer Sears	Public	10/9/19	6/30/21
Stan Turel	Public	5/22/19	6/30/22
Patti Adair	County	1/2019	12/2021
Nancy Blankenship	County	6/26/13	6/30/21
Nick Lelack	County	2/12/20	2/12/2022

(Committee composition 4-6 Public, 3 County)(7-9 total)