

**June 21, 2010**  
**Audit Oversight Committee Minutes**  
**Durham County**

**I. Call to order**

Karen Percent, Chair, called the meeting to order at 3:40 p.m. in the County Manager's, 2<sup>nd</sup> Floor Conference Room; 200 East Main Street, Durham, NC 27701.

**II. Members**

Present:

Karen Percent, Committee Chair; Commissioner Page, Vice Chair; Commissioner Reckhow; Commissioner Howerton; Samuel Maclin; Michael Ruffin, County Manager

**III. Others Attending**

George Quick, Finance Director  
Richard Edwards, Internal Auditor  
Brian Welch, Internal Auditor

**IV. Business**

- A. The March 2, 2009 minutes were approved as presented.

Mr. George Quick, Finance Director, provided an update of the County's new cell phone policy due to be implemented July 1. After discussion, the Committee commended Mr. Quick for his work on putting together a policy consistent with IRS tax rules.

- B. The Committee discussed revisions to the AOC Committee By-laws. The Committee agreed that at least one member be a CPA and that terms would be staggered. Richard Edwards, the internal auditor was instructed to make those revisions to the By-laws and send them to the members for approval. After approval by the Committee, Richard was tasked to complete the process for approval by the Board of County Commissioners.
- C. Mr. Edwards presented the SAP audit report to the Committee. After discussion, the Committee approved the report and encouraged the Manager to assure implementation of the recommendations.
- D. The Committee reviewed the implementation status of report recommendations. The Committee was concerned that the Sheriff did not intend to comply with the recommendation to obtain more qualified financial control staff. Karen Percent suggested additional follow-up to confirm the Sheriff's decision. She also suggested that the Internal Auditor follow-up to determine the status of all the recommendations were necessary. These steps were to precede possible discussions between the Sheriff and Karen Percent and other Audit Committee members. The Committee did not vote on these suggestions.
- E. The Committee discussed and approved the FY11 audit plan with conditions. Mr. Edwards was asked to expand hours for follow-up in lieu of the fixed assets audit.

F. The next meeting was scheduled for September 14, in accordance with previously agreed upon meeting dates.

**V. Adjournment**

There being no further business, the meeting was adjourned at approximately 5:03 p.m.

Minutes submitted by:

Minutes approved by: