



DESCHUTES COUNTY- AUDIT COMMITTEE MEETING

Friday, September 8, 2023 - Noon to 3:00 PM

HYBRID meeting!

Deschutes County Services Bldg. -DeArmond Conference Room

[Zoom meeting](#)

ID: **840 8669 4769** Passcode: **427363** by phone: **(360) 209-5623**

Type of meeting:	AUDIT COMMITTEE MEETING	
Facilitator:	Elizabeth Pape (County Internal Auditor)	
Committee Members: 6 – Public (P) 3 – County Management (CM) { <i>Quorum of five</i> }	Daryl Parrish (P), Retired - City Manager of Covina, CA {CHAIR} Jodi Burch (P), CFO Redmond Fire and Rescue Joe Healy (P), Controller - Sunriver Owners Assoc. Summer Sears (P). Summer Sears CPA, LLC Stan Turel (P), President Columbia Pacific Tax Service LLC Patti Adair (CM), County Commissioner Charles Fadeley (CM), Justice of the Peace Justice Court Lee Randall (CM), Facilities Director	
Also Invited:	Nick Lelack, County Administrator Erik Kropp, Deputy County Administrator Whitney Hale, Deputy County Administrator Bill Kuhn, Treasurer Robert Tintle, Chief Financial Officer Jana Cain, Controller Aaron Kay, Performance auditor Angie Powers, Administrative assistant	<u>Guests expected/invited:</u> —
(180 min available)	Agenda topics – Proposed timing and content	
10	Introductions / Additions to agenda / Minutes for 6/9/2023 for approval	
30	INTERNAL AUDIT REPORT: Behavioral Health Process Improvements 22/23-9	
10	Follow-ups – Aaron Kay • Justice Court 22/23-13	
15	Competence, Professional Education, and Quality Assurance (GAGAS 4 and 5) –Aaron	
10	Audit Committee survey coming up – Elizabeth	
10	Update – County leadership recruitments/changes – Nick Lelack	
10	UPDATES/Other Items: - Elizabeth • Review status list (below) • Audits and follow-ups in process: Global Follow-up 2023, Property and Facilities Cash Handling, Follow-up Sheriff Cash Handling, DA Cash Handling. • See Internal Audit status report June 2023 through August 2023 • Recruiting for new committee member	
	Other business / closing	
Special notes:	Next meeting: December 8, 2023 { <i>See other meeting dates below- please put on your calendar!</i> }	

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)

- **December 8, 2023 - Friday (noon – 3pm) (Hybrid)**
- **March 8, 2024 – Friday (noon – 3pm) (Hybrid)**
- **June 14, 2024 – Friday (noon-3pm) Hybrid**

- September 13, 2024 – Friday (noon-3pm) Hybrid

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

Name	Type	Original Appt.	Appt. Expiration date
Jodi Burch	Public	10/9/19	6/30/25
Joe Healy	Public	9/7/22	6/30/24
Daryl Parrish	Public	9/7/16	6/30/24
{Open}	Public		
Summer Sears	Public	10/9/19	6/30/25
Stan Turel	Public	5/22/19	6/30/24
Patti Adair	County	1/2019	12/2023
Charles Fadeley	County	9/1/21	6/30/25
Lee Randall	County	9/1/21	6/30/24

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

Status of communications/reports	
County code review – Audit committee and County Internal Auditor	{Open for 6/2024 review} Reviewed 6/2022 – and changes performed
Audit Committee survey	{Next survey 2023} Last survey 2020
Continuing education activity	Ongoing presentations
New audit committee member orientation	{Open recruitment}
Deeper understanding of County operations. Meetings at departments.	IT Tour 9/2022 Elections discussion (9/2020)
Annual report to Board of County Commissioners	1/24/2023 meeting
Reports of possible material violations of laws or alleged breaches of fiduciary duties are discovered.	None noted
County updates on changes	None noted
Significant audit issues or changes	No updates
Understanding County internal controls	Internal controls review through 9/2022
Review and ensure significant external audit recommendations are addressed.	None for FY22 ACFR
External audit recommended financial entries have been posted.	None for FY22 ACFR
Review and ensure significant Internal audit recommendations are addressed.	See ongoing follow-ups.
Reviews management representation letters.	Last done 9-2020
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 FY22 ACFR
Audit committee is consulted if management seeks a second opinion on accounting or audit matter	None in FY through 8/2023
Review of internal audit plan and budget	Budget discussion 1/2023

	Bi-Annual Work plan 6/2023 (through 6/2025)
Process to assess effectiveness and value of internal audit.	Performance measures - Overall survey rating 91% FY23
Peer review performed (every 3 years. Internal audit reporting relationships reviewed)	{Next Peer review est. 9/2024} Peer review leader for ALGA 10/2022 Peer review completed 10/2021
Establishes and manages the process for the selection, appointment, oversight, evaluation, retention and preapproval of services of the external auditors. Oversees fees.	Contract and support completed 6-2022 (contract good for 5 years before option)
Succession planning for audit committee	Board driven.
Whistleblower Hotline report (biannual?)	Next report 7/2024 First report 7/2022

Deschutes County is inviting you to a scheduled Zoom meeting.

Topic: Deschutes County Audit Committee Meeting - September 8th (noon-3pm) - Also in person at DeArmond Conference Room

Time: Sep 8, 2023 12:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84086694769?pwd=aUJRMmRQOEIwVnBIWHJDS2g5bVBVUT09>

Meeting ID: 840 8669 4769

Passcode: 427363

One tap mobile

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Dial by your location

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- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 360 209 5623 US
- +1 386 347 5053 US

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- +1 564 217 2000 US
- +1 646 931 3860 US
- +1 689 278 1000 US
- +1 929 205 6099 US (New York)

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