

Minutes of Buncombe County Audit Committee
June 06, 2023
9:00 AM
200 College Street, Room 310, Asheville, NC 28801

Members Present: Chairperson Kendra Ferguson, Commissioner Al Whitesides, Commissioner Terri Wells, Dr. Glenda Weinert, Patrick Fitzsimmons, and Bill Christy

Members Absent: N/A

County Staff Present: Dan Keister (Internal Audit Director), Candace Searcy (Internal Auditor), Kelly Houston (Risk Manager), Michael Frue (Senior Attorney), Amy (new attorney) Glenn Murray (Accounting and Reporting Manager), and Mason Scott (Interim Finance Director)

Others Present: N/A

The Audit Committee Chairperson, Kendra Ferguson, called the meeting to order at 9:03 AM.

Review and Approval of Meeting Minutes – Chairperson Kendra Ferguson

March 21st, 2023, meeting minutes were presented and reviewed. There were no revisions or discussion.

Through a voice vote, the motion passed unanimously.

External Audit Update–Mr. Mason Scott and External Auditor Tim Lyons

Kickoff meeting last week, went well.

Working towards a December 1st issuance date for report (meaningful first year audit)

Tim Lyons – introduction, planning scheduling and preliminary mode for the audit

Glenn Murray – all on the same page as far as getting things done in a timely manner.

Kendra – do we have an expectation question?

Tim Lyons – we are planning on this summer trying to do as much of the compliance work on the front end, fieldwork to start in October, remote and onsite work will be done for the county’s audit this year.

Has the compliance supplement been issued? Tim answered yes end of May, federal and state compliance.

Patrick - Describe a compliance supplement.

Tim – Federal perspective – audit plan that auditors are required to use, single audits.

13 main compliance requirements overall, each federal awarding agency has a part 4 of the compliance requirements (more specific), state does essentially the same thing.

Internal Audit Update – Internal Audit Director Dan Keister

Mr. Keister gave a brief update on Internal Audit activities, in addition to the Internal Audit Update Report, which is attached to the minutes.

Highlights of the Internal Audit Update include:

- Administration
 - New employee – more IA operational experience, open requisition for new role
 - Ideally start interviews week of June 12th
 - Remediation Tracker Creation in diligent

- Risk Assessment goes to board for final approval in July if it is approved today by Audit committee.
- Monitoring of the hotline and let's talk
- Multiple employee ethics cases have been passed along to the appropriate department.
- FY23 Audit Plan Review
 - ITGC
 - Audit work is completed for review.
 - remediation work with management is currently ongoing.
 - Cash Management
 - Audit work is completed for review.
 - Finance department working on overall cash handling policy for the organization.
 - Reported to departments.
 - Working with Finance on next steps
 - Once formal steps are complied, we will start remediation tracking for this project.
 - Grants Management
 - Final testing phase in audit project
 - Solid Waste, Justice Services, Emergency Services

Risk Assessment FY24/Proposed Audit Plan Approval – Dan Keister

- Risk Assessment
 - Include remediation tracking in the audit plan slide.
- FY24 Proposed Audit Plan

Through a voice vote, the motion passed unanimously.

Terri Wells made a motion and Glenda seconded the motion.

Public Comment

There were no members of the public who commented at the June 06, 2023, meeting.

Meeting Schedule Reminder for Calendar Year 2023

Tuesday, September 5, 2023, at 9:00 AM

Tuesday, December 5, 2023, at 9:00 AM

Adjournment

Chairperson Kendra Ferguson moved to adjourn the meeting. Through voice vote, the motion passed unanimously. March 21, 2023, Audit Committee meeting was adjourned at 10:05 AM.