



Buncombe County Board of Commissioners

Request for Board Action

Meeting Date: 11/5/2019

New Business

Department: Internal Audit

Presenter(s): Trisha Burnett

Contact(s): Trisha Burnett

Subject: Bonus approval request

Brief Summary:

Between May 11, 2019 and September 16, 2019, Kelly Houston assumed the role of Interim Internal Audit Director in addition to performing her regular duties as Internal Auditor. During this time, she became the Internal Audit representative in the Management Advisory Group and Department Director Group and led administrative processes. She also managed initiatives for the Internal Audit Department, such as implementation of the new EthicsPoint hotline platform and conversion of the Department's policies and procedures to a new framework. In addition, she continued internal audit work on projects to assess controls intended to improve operations.

The recommended bonus is \$1,300. This was determined by calculating the difference in pay grades between the two positions for the period of time she performed both Internal Audit Director and Internal Auditor duties.

During the October 15th meeting of the Audit Committee of the Board of Commissioners, this recommendation was unanimously approved for Board action.

Recommended Motion & Requested Action:

Approve the request of a \$1,300 bonus for Kelly Houston for the period of time she performed duties of the Internal Audit Director.

County Manager's comments and Recommendation: County Manager recommends as presented.