



Deschutes County Audit Committee Meeting

Friday, August 16, 2024 – 1:00 PM to 3:00 PM

1300 NW Wall St—Allen Room

Type of Meeting: Audit Committee Meeting
Facilitator: Elizabeth Pape

Committee Members

Six Public Members

- Daryl Parrish, Retired - City Manager of Covina, CA **{CHAIR}**
- Phil Anderson, Attorney
- Jodi Burch, Financial Controller, Best Care
- Joe Healy, Controller - Sunriver Owners Association
- Kristin Toney, Administrative Services Director Bend Parks and Recreation
- Summer Sears, Summer Sears CPA, LLC

Three County Management Members

- Patti Adair, County Commissioner
- Charles Fadeley, Justice of the Peace Justice Court
- Lee Randall, Facilities Director

{Quorum of five}

Also Invited

- Nick Lelack, County Administrator
- Erik Kropp, Deputy County Administrator
- Whitney Hale, Deputy County Administrator
- Bill Kuhn, Treasurer
- Kathleen Hinman, Human Resources Director
- Robert Tintle, Chief Financial Officer
- Jana Cain, Controller
- Aaron Kay, Performance auditor
- Angie Powers, Administrative assistant

Guests

- Dave Doyle, Legal Counsel

Special note:

Next Meeting October 11, 2024

{See other meeting dates below– please put on your calendar!}

Calendar – Future Audit Committee Meeting

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: Even Number Months, second Friday of the month, 1pm -3pm)

- **October 11, 2024 – Friday (1pm-3pm) Hybrid**
- **December 13, 2024 – Friday (noon-3pm) Hybrid**
- **February 14, 2025 – Friday (1pm-3pm) Hybrid**
- **April 11, 2025 – Friday (1pm-3pm) Hybrid**
- **June 13, 2025 – Friday (noon-3pm) Hybrid**

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

Name	Type	Original Appt.	Appt. Expiration date
Phil Anderson	Public	7/1/24	6/30/26
Jodi Burch	Public	10/9/19	6/30/25
Joe Healy	Public	9/7/22	6/30/26
Daryl Parrish	Public	9/7/16	6/30/26
Kristin Toney	Public	1/2024	6/30/25
Summer Sears	Public	10/9/19	6/30/25
Patti Adair	County	1/2019	12/2024
Charles Fadeley	County	9/1/21	6/30/25
Lee Randall	County	9/1/21	6/30/26

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

Status of Communication / Reports

Communication / Report	Status
County code review – Audit committee and County Internal Auditor	Reviewed 6/2024 – no changes
Audit Committee survey	{Next survey 2026} Last survey 2023
Continuing education activity	Ongoing presentations
New audit committee member orientation	Orientation for new member
Deeper understanding of County operations. Meetings at departments.	Facilities 8/2024 Information Technology Tour 9/2022 Elections discussion 9/2020
Annual report to Board of County Commissioners	12/8/23 meeting
Reports of possible material violations of laws or alleged breaches of fiduciary duties are discovered.	None noted
County updates on changes	Standing Agenda Item
Significant audit issues or changes	No updates
Understanding County internal controls	Presentation Planned 2/2025
Review and ensure significant external audit recommendations are addressed.	None for FY23 Annual Comprehensive Financial Report
External audit recommended financial entries have been posted.	None for FY23 Annual Comprehensive Financial Report
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.	Agreement to perform policy reviews No non-audit work performed
Adjustments to financials from the external audit process are reviewed by audit committee.	None received for FY23 Annual Comprehensive Financial Report
Audit committee is consulted if management seeks a second opinion on accounting or audit matter	None in FY through 8/2024
Review of internal audit plan and budget	Budget discussion 3/2024 Bi-Annual Work plan through 6/2025. Adopted 6/2023, updated 6/2024
Process to assess effectiveness and value of internal audit.	Performance measures – Overall survey rating 91% FY23

Communication / Report	Status
Peer review performed (every 3 years. Internal audit reporting relationships reviewed)	{Next Peer review scheduled 9/2024} Peer review leader 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?)	No report 7/2024 First report 7/2022