



GARLAND

INTERNAL AUDIT

Audit Committee

Meeting Minutes

Monday, October 28, 2013, 4:00 p.m.

1. Opening Remarks/Roll Call

Chairman Cahill called the meeting to order at 4:00 p.m.

Present:

Jim Cahill, Audit Committee Chairman

Lori Barnett Dodson

Stephen Stanley

Staff:

Priscilla Wilson, Sr. Managing Director

2. Discussion of processes and tools to evaluate the effectiveness of the Internal Audit department and the qualifications of the Interim Internal Auditor

Priscilla shared a few recommended evaluation processes and tools to the Audit Committee members, which included:

- Meet regularly with the Interim Auditor to ascertain his work progress
- Review the 2013/14 Audit Plan to ensure it is appropriate for the reduced number of staff and the new duties assigned to the interim auditor
- Consider conducting a “Peer Review” of the audit department operations
- Allow HR to gather market data from Metroplex Cities regarding the duties, required knowledge, skills, abilities and certifications of the Auditor and the audit function

Priscilla presented the City's performance evaluation tool for the "Business Operations" job family (in which the audit function/positions fall) and the "Director" job family evaluation form as recommended tools to evaluate the interim auditor's job performance and leadership effectiveness.

Priscilla also presented an assessment tool recommended by the American Institute of CPAs (AICPA) for the purpose of evaluating the effectiveness of the internal audit operations.

After deliberating over the recommendations presented, the Audit Committee agreed on the following next steps:

- The Audit Committee will meet with the Interim Auditor every other week at 4:00 p.m. for the next several weeks. The dates of the meetings are:
 - Monday, November 11, 2013
 - Monday, November 25, 2013
 - Monday, December 09, 2013
- Jim will request the following documents from the Interim Auditor:
 - A copy of the most recent Peer Review Report conducted on the Audit operations
 - A copy of the approved 2013/2014 Audit Plan
 - A copy of the audit reports completed by the Interim Auditor during the 2012/2013 fiscal year
- HR will gather market data from Metroplex Cities to include, department function, required qualifications (KSAs) of the Auditor and the audit function, staff size, reporting relationship, compensation and any other relevant information
 - Priscilla will present the findings to the Audit Committee no later than the December 9, 2013 meeting
- Priscilla will send the Audit Committee a tool to evaluate the effectiveness of an audit.
- The Audit Committee will consider collecting feedback from managers on their perception of the effectiveness of audits conducted by the Interim Auditor over the past year.

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- The Audit Committee will make a recommendation to the full Council during the December 16, 2013 Work Session on how to proceed with filling the vacant Internal Auditor position.

There being no further business to discuss, the meeting was adjourned at 5:05 p.m.