

The Audit Board of the City of Orlando met on Thursday, August 27, 2015 in the Sustainability Conference Room, on the second floor of Orlando City Hall.

BOARD MEMBERS:

Leah G. James, Chair	Present	[3/4]
Robert Campbell, Vice-Chair	Present	[4/4]
Brendan Blais	Present	[4/4]
Judy Wall	Present	[4/4]
Stephen K. Clapp	Absent	[3/4]

OTHERS PRESENT:

Deborah Girard, Deputy Chief Administrative Officer
George McGowan, Director of Audit Services and Management Support
Brian Battles, Deputy Chief Financial Officer
Michelle McCrimmon, Controller
Dina Dorestan, Paralegal and Recording Secretary

1. OPENING REMARKS

Ms. James called the meeting to order at 1:04 PM and determined that enough members were present for a quorum.

2. APPROVAL OF THE MINUTES

Ms. James asked if there were any comments regarding the minutes from the previous meeting. None were made. **A MOTION WAS MADE TO APPROVE THE MINUTES OF THE JULY 2, 2015 MEETING AS WRITTEN. THE MOTION WAS SECONDED AND APPROVED UNANIMOUSLY.**

3. PUBLIC COMMENT

Ms. James asked if there were any public comments. There were none.

4. BUDGET OVERVIEW- BRIAN BATTLES, DEPUTY CHIEF FINANCIAL OFFICER

Mr. Battles reported on the budget results for June 2015 financials, which consists of three quarters of budget activity. He noted that all departments that are positively trending, and are on track to be within budget by the end the year.

Mr. Campbell asked questions on the presentation of the financial information and Mr. Battles responded.

There were no further questions from the Audit Board.

5. AUDIT SERVICES & MANAGEMENT SUPPORT ACTIVITIES- GEORGE McGOWAN, DIRECTOR, OFFICE OF AUDIT SERVICES & MANAGEMENT SUPPORT

Mr. McGowan reported that three projects were completed since the previous meeting. Mr. McGowan also reported on revenue auditing results to date and pointed out that collections in this area are well above its goals. Mr. McGowan outlined the results of the annual audit plan and explained that all open recommendations are within guidelines.

In an answer to an inquiry, Mr. McGowan explained the that current project of reviewing employee fringe benefits only concerns the benefits that may be considered as income to the employee per IRS regulations and whether the City is treating such benefits accurately.

Discussion ensued. Ms. McGowan asked if there were any further questions and there were none.

6. RISK ASSESSMENT AND 3-YEAR AUDIT PLAN- GEORGE McGOWAN, DIRECTOR, OFFICE OF AUDIT SERVICES & MANAGEMENT SUPPORT

Mr. McGowan presented an overview of Audit Services risk assessment process and the resulting FY 2015-16 Audit Plan and the 3-year Operational Audit Plan. Each year, Audit analyzes each “auditable area” for possible exposures and uses a methodology to indicate which areas would benefit from a review. In addition, the Audit Director meets with each City department director and other executive managers to discuss these areas of possible exposure and the thoughts of each department’s leaders regarding how audit can add value through reviews of departmental activities. Mr. McGowan explained that he meets with management to review the results of previous audits and to discuss where an independent review would be beneficial. The goal is to create an annual plan and 3-year outlook for future projects. Mr. McGowan added that he will share the plan with all stakeholders and City executive management.

Mr. McGowan commented that during his departmental meetings he learned a great deal about efforts to limit the cost of the health benefits offered to employees and has asked Personnel managers to attend the next Audit Board meeting to give a full briefing on these efforts.

The Audit Board asked several questions and Mr. McGowan answered all questions of the Board.

7. SET AUDIT BOARD MEETING DATES FOR FISCAL YEAR 2015-2016

The Audit Board members conferred and chose the following meeting dates for the coming fiscal year.

March 18, 2016 (due to conflicts this date was later changed to April 7, 2016)

June 23, 2016

August 25, 2016

8. ELECTION OF AUDIT BOARD CHAIR AND VICE CHAIR-AUDIT BOARD

Ms. James asked for nominations for Chair. **A MOTION WAS MADE AND SECONDED TO ELECT MR. CAMPBELL AS CHAIR. THE MOTION WAS APPROVED UNANIMOUSLY.** Mr. Campbell accepted the position of Chair of the Audit Board.

Ms. James asked for nominations for Vice Chair. **A MOTION WAS MADE AND SECONDED TO ELECT MS. WALL AS VICE CHAIR. THE MOTION WAS APPROVED UNANIMOUSLY.** Ms. Wall accepted the position of Vice Chair of the Audit Board.

Ms. McGowan recognized that this meeting is the last for Ms. James. She thanked everyone for their service and offered her comments on her years of service.

9. MEMBERS' REPORTS AND PUBLIC COMMENT

There were none.

10. ADJOURNMENT

There being no further business, Ms. James asked for a motion to adjourn the meeting, which was made and seconded. The meeting adjourned at 2:11 PM.

Respectfully submitted,



Robert Campbell
Chair



Dina Dorestan
Paralegal, Recording Secretary