

MINUTES

Thursday, October 16, 2014

4:15 PM

Audit Committee Meeting

Carnegie Town Hall

Sioux Falls City Council

235 West 10th Street

Members Present: Council Member Rex Rolwing, Committee Member Arnold Martens, Council Member Christine M. Erickson, and Committee Member Seth Peterson.

Members Absent: Committee Member Jason Forbes, Council Member Dean Karsky, and Council Member Rick Kiley.

Staff Present: Internal Audit Manager Rich Oksol; Internal Auditor Kim Schroeder; Internal Auditor Jess Bickett; Tamara Jorgensen, MMC, Assistant City Clerk; and Jim David, Legislative/Operations Manager.

1. Call To Order

A. Welcome new Committee Member Seth Peterson

Committee Chair Rex Rolwing called the meeting to order at 4:15 p.m.

Rolwing provided opening remarks and introduced new Audit Committee Member Seth Peterson.

2. Approval of Minutes

A. Meeting held on Thursday, July 24, 2014

A motion was made by Council Member Christine M. Erickson and seconded by Committee Member Arnold Martens to approve the minutes.

Rolwing called for a voice vote and all members voted yes. Motion Passed.

3. Reports and Updates

A. Review Audit Report: 14-05 Cell Phones, Mobile Devices, and Long Distance

Kim Schroeder, Internal Auditor, reviewed the report, detailed responses, recommendations, and management responses. Discussion followed.

A motion was made by Committee Member Arnold Martens and seconded by Council Member Christine M. Erickson to accept this audit report.

Rolwing called for a voice vote and all members voted yes. Motion Passed.

4:27 p.m. Council Member Rick Kiley arrived at this time.

B. Review Audit Report: 14-06 Payroll

Rich Oksol, Internal Audit Manager, reviewed the report, detailed responses, recommendations, and management responses. Discussion followed.

A motion was made by Council Member Christine M. Erickson and seconded by

Committee Member Arnold Martens to accept this audit report.

Rolfing called for a voice vote and all members voted yes. Motion Passed.

C. Results of Peer Review Audit

Oksol provided an update on the Peer Review Audit. Discussion followed.

D. Elements Required For Internal Audit Effectiveness

Oksol provided an update on the elements required for Internal Audit effectiveness. A PowerPoint presentation was reviewed and discussed.

E. Internal Audit Office Performance Measures

Oksol provided an update on the Audit Office Performance Measures and distributed the following information. Discussion followed.

Internal Audit Performance Measures

1. Schedule and pass a peer review every five years or more often.
2. Complete annual audit plan.
3. Majority of audit recommendations are accepted by management and implemented.
4. Continue to receive requests for audit work from elected officials and management.
5. Internal audit staff completes sufficient continuing professional education each year.

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F. Internal Audit's Quality Assurance and Improvement Program

No discussion.

4. Travel Request

- A. Rich Oksol, Mid-America Intergovernmental Audit Forum in Overland Park, Kansas - December 4-5, 2014

A motion was made by Committee Member Arnold Martens and seconded by Council Member Rick Kiley to approve this Travel Request.

Rolfing called for a voice vote and all members voted yes. Motion Passed.

5. Open Discussion

Oksol reminded the committee the next Audit Committee meeting is Thursday, December 11, 2014 at 4:00 p.m.

6. Adjournment

Committee Chair Rex Rolfing adjourned the meeting at 4:59 p.m.

Tamara Jorgensen, MMC

Assistant City
Clerk