



Arlington County Board

Audit Committee

Meeting Minutes

April 3, 2017

I. Call to order

Co-chair Jay Fisette called to order the regular meeting of the Audit Committee at 5:35 PM on April 3, 2017 in Room 103 of the Arlington County Courthouse Plaza building.

II. Roll call

Fisette conducted a roll call. The following Audit Committee members were present or after the roll call:

- **Jay Fisette** – Co-chair
- **John Vihstadt** – Co-chair
- **Mark Schwartz** – County Manager
- **Stephen Agostini** – Director, Department of Management and Finance
- **Tenley Peterson** – Public Member
- **Hal Steinberg** – Public Member (arrived at 5:55 PM)
- **Nancy Tate** – Public Member

Also in attendance were

- **Chris Horton**, County Auditor
- **Maria Meredith**, Deputy Director, Department of Management and Finance
- One member of the public

III. Approval of minutes from last meeting

Fisette presented the draft minutes from the December 12, 2016 Audit Committee meeting. The minutes were approved 6-0 as presented.

IV. Business

- 1) *Review and approval of dates for remaining 2017 Audit Committee meetings:* Horton reviewed for the Audit Committee proposed dates for the three remaining quarterly meetings in 2017. These dates are:



- a) June 19, 2017 at 5:30 PM in Rm 311 of the Arlington County Courthouse Plaza building.
- b) September 25, 2017 at 5:30 PM in Rm 311 of the Arlington County Courthouse Plaza building.
- c) December 4, 2017 at 5:30 PM in Rm 103 of the Arlington County Courthouse Plaza building.

No Audit Committee member disagreed with these dates, and there was no formal vote. Fisette reminded members that the Audit Committee may meet on additional dates as needed.

2) *County Auditor Report:*

- a) Horton reviewed various work that he has conducted since the last audit committee meeting. Some key activities were completing introductory meetings with County leaders, developing the draft Board Charge revisions, developing a risk assessment for the purpose of finalizing a proposed audit plan, and attending to administrative activities, such as the 2017 training plan and the development of audit documentation materials.
- b) Horton reviewed key considerations in creating the Board charge, such as keeping with leading practices of the local government auditing community; enumerating the roles of the Audit Committee; and clarifying the scope of the County Auditor function.
- c) Horton also discussed key sources of information for his risk assessment, such as the draft audit plan developed for the July 2016 Audit Committee meeting; the RSM risk assessment of Arlington County issued in April 2016; other County documents such as the Consolidated Annual Financial Report; discussions with County leaders; other audits being performed in leading practice local government audit agencies; and Horton's professional experience and judgment.

3) *Discussion of the draft Board Charge revisions:* The Audit Committee members had a wide-ranging discussion of the draft Board charge. The Committee discussed the entire document, with specific focus on: powers and duties of the County Auditor; the scope of the County Auditor function considering the existence of an internal audit function within the Department of Management and Finance; independence; peer reviews; audit processes and the definition of a "written audit plan"; the management response process and timeframe; and the role and responsibilities of the Audit



Committee. Once this feedback was provided, the next steps are for suggested changes to the draft Board Charge revisions to be made, and for the Board members to consider a timeframe for assessment of the proposed changes and potential adoption.

V. Adjournment

Co-chair Jay Fisette adjourned the meeting at 7:30 PM.

Minutes submitted by: Chris Horton, County Auditor