

Audit Oversight Committee  
March 10, 2009 Minutes

**I. Call to order**

Karen Percent, Chair, called the meeting to order at 4:25 P.M. in the County Manager's, 2<sup>nd</sup> Floor Conference Room; 200 East Main Street, Durham, NC 27701.

**II. Members**

Present:

Ms. Karen Percent, Committee Chair, Mr. Michael M. Ruffin, County Manager, Commissioner Reckhow, Vice Chair, Mr. Manuel L. Rojas

Absent:

Mr. Samuel Maclin, Secretary, Commissioner Page

**III. Others Attending**

Mr. Richard Edwards, Audit Director

Mr. Perry Dixon, IT Director

Mr. Chuck Kitchen, County Attorney

**IV. Business**

- A. Mr. Rojas moved and Commissioner Reckhow seconded the approval of the minutes. The minutes were approved.
- B. Mr. Dixon made a presentation regarding IT Security. The Committee suggested several potential risks that may warrant review including data security in the Tax Department and vendor contract provisions required by the County for vendors with access to sensitive information related to County operations. This will be considered in the risk planning to be performed for FY10.
- C. Open Meetings Law – Mr. Kitchen provided information regarding the Open Meetings Law. As a result of the information the committee decided that executive sessions would not be held at each meeting because the closed session criteria could not be met.
- D. The committee decided to postpone Mr. Ruffin's "organization and operation" presentation until the June meeting due to time considerations and the absence of two members.
- E. Richard Edwards gave a status report on the Procurement Card Audit.

**V. Adjournment**

The meeting was adjourned at approximately 5.58 p.m.

Minutes submitted by:

Minutes approved by: