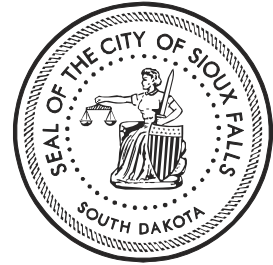


# MINUTES

Thursday, March 8, 2007

**Audit Committee  
City of Sioux Falls**

6:30 p.m. at Carnegie Town Hall  
235 West Tenth Street



Members Present: Bob Jamison, Anne Oppegard, Brad Whitsell, Kevin Kavanaugh  
Absent: Paul Reiter

Staff Present: City Clerk, Debra A. Owen; Lead Internal Auditor, Rich Oksol;  
Internal Auditor, Tim Buseman; Assistant City Clerk, Jamie L. Palmer

1. Welcome and Call to Order
  - Lead Internal Auditor, Rich Oksol called the meeting to order.
2. Review/approve minutes from last meeting
  - The following changes should be made to the December minutes:
    - Item in first paragraph - change Resolution to Ordinance
    - Item on second page in third paragraph states 2000, change to 2005.
  - Mr. Kavanaugh made a motion to approve minutes with revisions and Mr. Whitsell seconded the motion. Motion carries.
3. Introduce new auditor, Tim Buseman
  - Mr. Oksol introduced Tim Buseman. Mr. Buseman shared details of his previous work history.
  - The Internal Auditors Office is now located in the lower level of the Carnegie Town Hall.
4. Discussion tentative 2007 Audit Plan
  - Discussion regarding the details that should be included in the 2007 Audit Plan for the City of Sioux Falls. Mr. Oksol shared details of items of risk that they would be looking for when conducting an audit. Discussion regarding selection process of potential audits. Audits to be completed in 2007 include:
  - Discussion regarding a request for routing the minutes from committee meetings. Suggestion for them to come to/through the City Clerks Office as the keeper of records. In the future they will be posted on the City of Sioux Falls' website.
  - The routine reviews and procedures audits which include: asset verifications including cash accounts, vendor contracts, and anti-fraud procedures will be completed each year unless otherwise directed.

## MINUTES for Audit Committee

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- It was suggested that the Audit Plan presentation to the Council should be done first at an Informational meeting with information distributed prior to the meeting. Highlights should include the benefits of the audits and why the audit is being completed.
  - Motion by Anne Opegard to present the 2007 Audit Plan to the Council. Motion was seconded by Mr. Whitsell. Motion carries.
5. Discussion handling special requests/special projects
- Question posed as to how special requests/projects are handled. Recommendation to have special requests be presented to and approved by the Audit Committee. If it is a priority request, the approval from the committee can be via email.
  - Suggestion to draft a document for presentation to the committee regarding special request audits. Mr. Oksol will work on this draft to be discussed at the next committee meeting.
6. Continuing education/training for internal auditors in 2007
- Mr. Oksol shared information regarding education/training that he views as beneficial to the Internal Audit Department. Approval for education/training must be obtained from the Audit Committee chair. Debra Owen will sign the travel request form. Mr. Kavanaugh made a motion to approve the continuing education request. Motion carries.
7. Open discussion
- Discussion regarding adding a third auditor to the budget for 2008. Motion by Mr. Whitsell to hire a third auditor in 2008. Seconded by Ms. Opegard. Motion carries.
  - A request for an internal audit informational session at the Mid-Management Association meeting is being scheduled in September.
8. Adjournment at 8:07 p.m.

Jamie L. Palmer  
Assistant City Clerk