



## DAVIS COUNTY AUDIT COMMITTEE MEETING MINUTES BOARD OF DAVIS COUNTY COMMISSIONERS

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The Davis County Audit Committee met in room 201A of the Davis County Administration Building located at 61 S Main Street, Farmington, UT 84025 on Monday, October 7, 2019, at 3:00 PM. Notice of this meeting was given under the requirements of Utah Code Annotated §52-4-202.

Davis County Audit Committee present: Commissioner Kamalu, Commissioner Elliott, Tracy Probert and John Nixon. Excused: Commissioner Stevenson

Davis County staff present were: Curtis Koch, Clerk/Auditor; Blake Woodall, Internal Auditor; Neal Geddes, Chief Deputy Civil Attorney; and Janet Hanson, Commission Office.

Public present: None

Agenda as posted:

AGENDA:

1. [Resolution establishing the use of electronic meetings](#) for the Davis County Audit Committee
2. Meeting Minutes: [August 5, 2019](#)
3. Next meeting: December 2, 2019 @ 3:00 PM

CLOSED SESSION

Motion to adjourn to closed session, if necessary, for reasons permitted under UCA 52-4-205.

1. County Risk Assessments
2. Pending Audits
3. Fraud & Ethics Hotline

RECONVENE

Action taken, if any, regarding matters discussed in closed session.

**Disclaimer:**

The meeting was an open dialogue. Critical points in the discussion have only been briefly summarized. The reader may refer to the audio recording and the publicly distributed materials for further clarification of content. Timestamps have been noted in the minutes to aid in locating points of discussion in the audio recording.

All documents from this meeting are on file in the Davis County (DC) Commission Office.

The meeting commenced at 3:04 pm

As Chair Pro-Tem, Commissioner Kamalu gave welcome and excused Commissioner Stevenson.

**Agenda Items for Discussion:**

1. **Resolution establishing the use of electronic meetings for the Davis County Audit Committee**  
(minute 00:47)  
Commissioner Elliott made a motion to approve the resolution. John Nixon seconded the motion. All voted aye.

There was discussion as to when it was appropriate to note an electronic meeting on the agenda. As long as there is a quorum (3 of 5 members) in attendance at the anchor location, it does not need to be included on the agenda.

**2. Meeting Minutes: August 5, 2019 (minute 3:45)**

Tracy Probert made a motion to approve the minutes of August 5, 2019. Commissioner Kamalu seconded the motion. All voted aye.

**3. Next meeting: December 2, 2019 @ 3:00 PM (minute 5:00)**

The next Audit Committee Meeting will be held December 2, 2019 @ 3:00 PM, in room 201A.

There was discussion regarding the frequency of the meeting as to whether it will continue on a bi-monthly schedule or change it to quarterly. Currently, there are five Risk Assessments in the works that can be reviewed at a quarterly meeting. If there was an urgent need to meet regarding a special audit, a special meeting could be called and noticed. It was agreed to meet quarterly. The quarterly schedule will begin in March 2020.

**Closed Session (minute 9:21):**

Commissioner Elliott made a motion to move to a closed session as permitted under Utah Code Annotated §52-4-205. John Nixon seconded the motion. All voted Aye.

**Adjourned (minute 10:00):**

Commissioner Kamalu adjourned the meeting

The audio recording for this meeting is available based upon the County's current retention schedule.

All publicly distributed materials associated with this meeting are on file in the Davis County Clerk/Auditor's Office, and attachments are noted as follows:

Minutes prepared by:  
Janet Hanson  
Commission Office

Approved on: Dec 2, 2019

/ss/ Lorene Miner Kamalu  
Lorene Miner Kamalu,  
Audit Committee Chair Pro-Tem