

WASHOE COUNTY

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COMMITTEE MEMBERS

Barbara Kinnison – *Chair*

John Briscoe – *Vice Chair*

Charlene Hart

Kevin Stroupe

Commissioner Jeanne Herman

Alt. Commissioner Alexis Hill

NON-VOTING MEMBER

County Manager Eric Brown

INTERNAL AUDIT MANAGER

Katelyn Kleidosty

NOTICE OF MEETING AND AGENDA WASHOE COUNTY AUDIT COMMITTEE

Caucus Room, 1001 E. 9th St.
and
via Zoom Teleconference

Thursday, June 13, 2024
3:00 p.m.

This meeting will be held in the Caucus Room, at 1001 E. 9th Street Building A, 2nd Floor, and via Zoom teleconference. To attend via Zoom teleconference, please log in to the Zoom webinar at the following link: <https://washoecounty.gov.zoom.us/j/98145986823?pwd=NFBzRHhDZ1VRb1hTWctYYnlxNndLdz09> and enter passcode 126011. You can also join the meeting by typing zoom.us into your computer browser, clicking "Join a Meeting" on the Zoom website, and entering this Webinar ID: 981 4598 6823. NOTE: This option will require a computer with audio and video capabilities. Alternatively, you can join the meeting by telephone only by dialing +1 699 444 9171, entering Webinar ID: 981 4598 6823, passcode 126011, and pressing #.

Possible Changes to the Agenda and Timing: Items on the agenda may be taken out of order; combined with other items; removed from the agenda; or moved to the agenda of another meeting. This meeting will be held at the physical location designated on this agenda, but one or more of the Committee Members and/or County staff may attend and participate by remote technology system. Members of the public wishing to attend may do so and participate as provided in the agenda at the designated physical location.

Accessibility: In compliance with the Americans with Disabilities Act, the Washoe County meeting rooms are accessible and those requiring accommodation for this meeting should notify the Internal Auditor at (775) 328-2064, 24 hours prior to the meeting.

Public Transportation: Public transportation is available to this meeting site: RTC Routes 2, 5 and 15 serve this location. For eligible RTC ACCESS reservations call (775) 348-5438.

Time Limits and Public Comment: Public comments are welcomed during the Public Comment periods for all matters, whether listed on the agenda or not, and are limited to three minutes per person. Persons may not allocate unused time to other speakers. Additionally, public comment of three minutes per person will be heard during individually numbered items designated as "for possible action" on the agenda. Persons are invited to submit comments in writing on the agenda items and/or attend and make comment on that item at the meeting. Persons are also able to provide public comment via teleconference, or via telephone. To provide public comment via Zoom teleconference, login to the Zoom webinar at the above link and utilize the "Raise Hand" feature during any public comment period. To provide public comment via telephone, press *9 to "Raise Hand" and *6 to mute/unmute. Public comment can be submitted via email to washoe311@washoecounty.gov. The County will make reasonable efforts to include all comments received for public comment by email in the record. Please try to provide comments by 4:00 p.m. on Wednesday, June 12, 2024.

Supporting documentation for the items on the agenda provided to Audit Committee members is available to members of the public at the County Manager's Office (1001 E. 9th Street, Bldg. A, 2nd Floor, Reno, Nevada), Katelyn Kleidosty, Internal Audit Manager (775) 830-2550.

Pursuant to NRS 241.020, the Agenda for the Washoe County Audit Committee has been electronically posted at https://www.washoecounty.gov/mgrsoff/board_committees/internal_audit/index.php and <https://notice.nv.gov>.

Forum Restrictions and Orderly Conduct of Business: The Board of County Commissioners carries out the business of Washoe County and its residents during its meetings. The presiding officer may order a person be removed if the person's conduct or statements disrupt the order or safety of the meeting. Warnings about disruptive conduct or comments may or may not be given prior to removal.

3:00 p.m.

1. Roll Call
2. Public Comment (*comments heard under this item will be limited to three minutes per person and may pertain to matters both on and off the Audit Committee agenda*)
3. Approval of minutes for February 8, 2024, meeting (for possible action)
4. Selection of one qualified applicant to recommend to the Board of County Commissioners for an Audit Committee appointment for the term beginning July 1, 2024, ending June 30, 2028. Qualified applicants are Sabrina Grenet and Audrey Keller. (for possible action)
5. Audit Update Discussion – Katelyn Kleidosty, Internal Audit Manager (for discussion only)
 - a. Completed:
 - Sheriff Fees Audit
 - Bail Procedures Review
 - b. In Progress:
 - Cash Control Audit – Library
 - Cash Control Audit – Northern Nevada Public Health (NNPH)
 - c. Follow-Up:
 - Fraud Tip – Altered Timecard for an Intermittent/RETA Employee
 - Travel Expense and Process Audit
 - d. Other:
 - International Internal Audit Awareness Proclamation – BCC 5/14/2024
 - Cash Control Audits – BCC 2/26/24
 - Advisory Services requested by the County Grants Administrator
 - Memorandum of changes to the Washoe County Code (WCC) Chapter 15
 - Memorandum of changes to the Audit Committee Charter to reflect County Code changes
 - ACFE [Occupational Fraud 2024: A Report to the Nations](#)
6. Fraud Hotline – Katelyn Kleidosty, Internal Audit Manager (for discussion only)
 - a. Eleven (11) fraud hotline tips were received.
7. Annual Report – approval of the annual audit report briefing all completed Internal Audit assignments for fiscal year (for possible action)
8. Audit Schedule – approval or possible modifications to the audit schedule for fiscal year 2025 (for possible action)
9. Calendaring of future Audit Committee meetings – Tentative as dates/times are subject to change
 - a. Thursday, September 12, 2024 @ 3:00 p.m.
 - b. Thursday, January 9, 2025 @ 3:00 p.m.
 - c. Thursday, March 27, 2025 @ 3:00 p.m.
 - d. Thursday, June 26, 2027 @ 3:00 p.m.
10. Audit Committee Member Comments – limited to announcements or issues proposed for future agendas and/or workshops
11. Public Comment (*comments heard under this item will be limited to three minutes per person and may pertain to matters both on and off the Audit Committee agenda*).

Adjournment.