

**MINUTES OF THE COMMITTEE OF THE GUILFORD COUNTY  
BOARD OF COMMISSIONERS  
(AUDIT COMMITTEE)**

Greensboro, North Carolina  
August 14, 2018

The Audit Committee appointed by the Board of Commissioners, met in a duly noticed meeting on August 14, 2018 at 3:30PM in the J. Harry Weatherly Conference Room located on the second floor of the Old County Courthouse, 301 West Market Street, Greensboro, NC.

PRESENT:                      Committee Chair, Commissioner Kay Cashion; Committee Members, Commissioner Justin Conrad and Commissioner Alan Branson

ABSENT:                      Commissioner Jeff Phillips

ALSO PRESENT:              County Manager Marty Lawing; Deputy County Manager Clarence Grier; County Attorney Mark Payne; Robin Keller, Clerk to Board; and Chad Muhlestein, Internal Audit Director

**I.        WELCOME AND CALL TO ORDER**

Commissioner Cashion called the meeting to order at 3:30PM and welcomed those present.

**II.       INTERNAL AUDIT RECENT ACTIVITIES**

Internal Audit Director Chad Muhlestein reviewed recent departmental activities including their transition to digital reporting and documentation, which places the department in compliance with state document retention requirements. He shared that Ethics Awareness training was conducted with all directors and eight (8) departments, to date, and noted discussions with internal audit departments in partner entities.

**III.      CHARTER AND COMMITTEE RELATIONSHIP**

Muhlestein discussed development of an Internal Control Standards Manual and shared the addition of three (3) new team members.

The committee reviewed proposed changes to the Internal Audit Charter and directed the County Attorney to work with Internal Audit to ensure changes are complete by the next meeting of the Audit Committee.

IV. CLOSED SESSION PURSUANT TO NCGS 143-318.11 TO CONSULT WITH  
THE COUNTY ATTORNEY

**Motion made by Commissioner Kay Cashion, and seconded by Commissioner Justin Conrad, to enter into closed session pursuant to N.C.G.S. 143-318.11 to consult with the County Attorney.**

**VOTE: Motion carried 3-0**

**AYES: Kay Cashion, Justin Conrad, Alan Branson**

**NOES: None**

**ABSENT: Jeff Phillips**

The committee recessed into closed session at 3:43PM.

The committee reconvened from closed session at 4:28PM.

There being no further business, the committee adjourned by unanimous consent at 4:29PM.

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Commissioner Kay Cashion, Committee Chair

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Clerk to Board