

AUDIT COMMITTEE MEETING August 5, 2022 — MINUTES

Committee Members

Present

Kim Torres, Chair
Maverick Crawford, III
Mary Durham, Council Chair
Scott McAvoy
Robert Schier, III

Council Members Present

Andrew Crim
Eric Shahid

Regional Coordinators

Morgan Bradley

Staff Present

Beth Stalvey, Executive
Director
Kai Brewer
Rey Valldejuli

Call To Order

The Audit Committee of the Texas Council for Developmental Disabilities convened on Friday, August 5, 2022, at the Embassy Suites Austin Central, 5901 North IH 35, Austin, TX 78723 as well as virtually using the Zoom platform. Committee Chair Kim Torres called the meeting to order at 8:09 a.m. A quorum was present.

1. Introductions

Committee members, staff and guests were introduced.

2. Public Comments

No public comments were offered to the Committee.

3. Consideration of Minutes

The minutes were reviewed, and no additions or corrections were noted.

MOTION: To approve the minutes of the November 21, 2021, Audit Committee meeting as presented.

MADE BY: Maverick Crawford, III

SECOND: Scott McAvoy

The motion **passed** unanimously. (August 2022, Meeting Materials, Tab 17)

4. FY 2022 Internal Audit Activities Update

TCDD Executive Director Beth Stalvey provided an update on internal audit activities. She noted that the audit plan for FY 2022 covers budget procedures and finance practices. The audit activities are scheduled to take place during the month of August with the report available for the Council in November 2022. Stalvey also noted there will be follow up to the FY 2021 activities conducted during August.

5. Internal Audit Contract Award FY 2023 – FY 2025

Stalvey reviewed the Request for Qualifications process to see an internal audit contractor for FY 2023 and beyond. She noted that one response was received from current contract Weaver and Tidwell. This response was evaluated by TCDD staff members Stalvey and Budget and Finance Director Rey Valldejuli as well as Texas

Education Agency Contract Administration Manager Kem David. Audit Committee Chair Kim Torres and past Audit Committee Chair Andrew Crim provided additional input on the process. The evaluation team agreed that it was a good response and the Council should move forward with securing the contract for continued internal audit services. TCDD Policies and Procedures do not allow an internal audit contractor to provide services for more than ten years so Weaver would only be allowed to secure a contract through FY 2025.

MOTION: To recommend Council approval of securing the Internal Audit Contract for FY 2023 – FY 2025 with Weaver and Tidwell.

MADE BY: Scott McAvoy

SECOND: Robert Schier, III

6. Future Agenda Items

Stalvey reported that the next Audit Committee meeting will take place in conjunction with the Council meeting on November 2-4, 2022. Staff from Weaver and Tidwell will present the findings of the FY 2022 internal audit activities as well as the FY 2022 Annual Internal Audit Report for approval and submission to the State Auditor's Office.

Committee members asked to review the Council Policies and Procedures regarding a 10-year time limit for internal audit contractors.

7. Other Discussion Items

No additional items were discussed.

Adjourn

Committee Chair Torres adjourned the Audit Committee at 8:29 a.m.

Beth Stalvey, Secretary to the Council Date