

Minutes of Meeting
Purchase Card Internal Audit Presentation
June 18, 2014
1:30 p.m.

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green, and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Finance Director David McDowell, Clerk Jim Brannon, Accounting Technician Lori Shaw, Staff Accountant Grace Blomgren, Chief Deputy Clerk Pat Raffee, Staff Accountant Kim Stevenson, Staff Accountant Melissa Merrifield, Chief Deputy Assessor Richard Houser, Administrative Supervisor II Jan Lindquist, Administrative Secretary Reba Grytness, Chief Deputy Treasurer Laurie Thomas, Treasurer Tom Malzahn and Deputy Clerk Brandie Bradley.

- A. Call to Order:** Chairman Pro Tem Green called the meeting to order at 1:32 p.m. Chairman Tondee joined the meeting at 1:36 p.m.
- B. Introductions:** Chief Deputy Clerk Pat Raffee introduced the internal audit team.
- C. Changes to the Agenda:** There were no changes made to the agenda.
- D. Old Business:** There was no old business discussed.
- E. New Business:**
Staff Accountant Kim Stevenson presented the attendees with the Purchase Card Internal Audit Report and Findings. Ms. Stevenson provided an overview of the Purchase Card procedures and contract with U.S. Bank. The contract with U.S. Bank for the Purchase Card and Payment Plus programs has a five (5) year term and mutual agreement between the parties is required to terminate the contract.

Ms. Stevenson explained that the internal audit of these programs indicated that Payment Plus is working well, but that the expected return of rebates for the Purchase Card program was less than anticipated. The attendees discussed the findings in the internal audit and Ms. Stevenson made recommendations on increasing use of the Purchase Card and Payment Plus programs in order to maximize the rebates returned to the County. Currently the cost for employees to process these transactions equates to or exceeds the rebates that are being returned.

Ms. Stevenson made recommendations to correct deficiencies in the Logos software and to work with U.S. Bank to improve online access, as well as encourage Purchase Card and Payment Plus usage to maximize rebate returns. Ms. Stevenson suggested that the Board consider dedicating an employee to oversee these programs.

The Board requested that the Auditor's Office provide a list of the most commonly used vendors that are accepting payments through Payment Plus and/or Purchase Card, which can be shared with the Elected Officials and Department Heads. The Board also advised that they would be sharing the audit findings at the Elected Officials meeting to be held on June 25, 2014.

F. **Staff Reports:** There were no staff reports.

G. **Public Comment:** This section is reserved for citizens wishing to address the Board regarding a County related issue. There was no public comment.

The meeting was adjourned at 2:48 p.m.

Respectfully submitted,

JIM BRANNON, CLERK

TODD TONDEE, CHAIRMAN

BY: _____
Brandie Bradley, Deputy Clerk
