

**Minutes of Meeting
Commissioners' Debriefing
September 19, 2016
10:30 a.m.**

The Kootenai County Board of Commissioners: Chairman Dan Green and Commissioner David Stewart met to discuss the following agenda item. Also present were Chief Deputy Clerk Pat Raffee, Finance Director Dena Darrow, Deputy Finance Director Keith Taylor, Staff Accountant Melissa Merrifield, and Deputy Clerk Randi Davis. Also present were Fair Board Chair Gerald Johnson, Board member Linda Rider, and Coeur d'Alene Press staff writer Ryan Collingwood. Commissioner Marc Eberlein was excused.

- A. Call to Order:** Chairman Dan Green called the meeting to order at 10:30 a.m.
- B. Changes to the Agenda:** There were no changes to the agenda.
- C. New Business:**

Eide Bailly Audit Proposal

Chairman Green said he contacted Eide Bailly Forensic Services partner Jason Olson to discuss the County's plan to conduct a forensic audit of the Fair. He presented a proposal from Mr. Olson that detailed the services Eide Bailly would provide to the County.

BOCC Administrative Supervisor Nancy Jones entered the meeting at 10:33 a.m.

Chairman Green said the firm would begin a forensic audit of the Fair by looking at a one year time frame of its financials, and then expanding the time frame if necessary. He added the firm would like a copy of the current internal audit of the Fair to review as well. Chairman Green stated the forensic audit fees would cost \$160 per hour for a staff associates' services, and \$275 per hour for a partner's services. He said the estimated total cost would be between \$20,000 and \$25,000, and would be a four to six week process.

Commissioner David Stewart suggested capping the total cost at \$25,000 so that the services would not need to be put to bid. Chairman Green confirmed that the professional services would not need to be put to bid. He pointed out that the proposal stated fees would not exceed the estimate without further approval from the Board.

Deputy Finance Director Keith Taylor suggested the audit's time frame begin March 2015 and end March 2016. Commissioner Stewart said he would prefer the time frame to be a year and a half, and beginning January 2015 and ending July 2016 so that recent financial changes the Fair had made would be reflected. Chairman Green said a one year time frame would be sufficient to find irregularities. Commissioner Stewart clarified that the timeframe would be September 2015 to August 2016. Chairman Green said he would submit Mr. Olson's proposal to Legal for review.

Fair Board chair Gerald Johnson requested Eide Bailly review the Fair's draft of the internal audit. Chairman Green stated it would be best to give the firm as much information as possible. Fair Board member Linda Rider asked who would oversee the audit services, and Chairman Green confirmed the BOCC would. Ms. Rider asked who would establish and maintain internal controls, including monitoring ongoing activities. Chairman Green said that the Fair would establish internal controls, and Internal Audit would continue to conduct follow-up audits.

D. Public Comment: This section is reserved for citizens wishing to address the Board regarding a County related issue. Idaho Law prohibits Board action on items brought under this section except in an emergency circumstance. Comments related to future public hearings should be held for that public hearing. There were no public comments.

Chairman Green adjourned the meeting at 10:50 a.m.

Respectfully submitted,

JIM BRANNON, CLERK

DANIEL H. GREEN, CHAIRMAN

BY: _____
Randi Davis, Deputy Clerk
