



MEETING MINUTES

Internal Audit Oversight Committee

Monday, January 24, 2022
10:00 a.m. to 10:45 a.m.

Virtual meeting

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| <input checked="" type="checkbox"/> Minh Dan Vuong, IAOC Chair, Community Member | <input checked="" type="checkbox"/> Darlene Kargel, Community Member | <input checked="" type="checkbox"/> Stephanie Gallegos, Community Member | <input checked="" type="checkbox"/> Tootie Smith, Chair of Board of County Commissioners | <input checked="" type="checkbox"/> Martha Schrader, Vice-chair of Board of County Commissioners | <input checked="" type="checkbox"/> Gary Schmidt, County Administrator | <input checked="" type="checkbox"/> Stephen Madkour, County Counsel |
| <input checked="" type="checkbox"/> Brian Nava, County Treasurer (non-voting) | <input checked="" type="checkbox"/> Jodi Cochran, County Internal Auditor | <input checked="" type="checkbox"/> Kathy Yeung, County Senior Internal Auditor | <input checked="" type="checkbox"/> Sherry Hall, County Clerk | <input checked="" type="checkbox"/> Rebekah (Becky) Stern Doll, Deputy Clerk | <input checked="" type="checkbox"/> Bill Cloran, Attorney | <input checked="" type="checkbox"/> Scott Anderson, Video Production Coordinator, PGA |

Issue	Presenter/ Staff Contact	Issue Description	Decision/Action/ Assignments
Welcome and Introductions	Chair Minh Dan Vuong	Chair Minh Dan Vuong opened the meeting and welcomed the IAOC members. Members introduced themselves. Jodi Cochran, County Internal Auditor, provided the roll call. It was announced: "Today's meeting is a public meeting and is accessible via ZOOM to any member of the community who would like to observe. We will not	None

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		<p>be taking public comment during the meeting. Emailed comments are welcome at OCIA@Clackamas.us. All comments received will be provided to Committee members.”</p>	
Elections Ballot Security Audit	<p>Jodi Cochran, County Internal Auditor</p> <p>Sherry Hall, County Clerk</p>	<p>Jodi Cochran, County Internal Auditor, presented the Elections Ballot Security audit report and summarized the recommendations presented. Sherry Hall, County Clerk, and Becky Doll, Deputy Clerk, provided additional details regarding the recommendations the Clerk disagreed with. Sherry elaborated on the chain of custody recommendation regarding enhancing receipt protocols for damaged or non-standard return envelopes. She noted they have started using old drop boxes from the library to contain the damaged or non-standard return envelopes. Becky provided clarification on the process for batch records inspection and stated their concern for inefficiencies if the control log documentation and reconciliation process recommendation were to be implemented. Sherry expressed gratitude for the opportunity to have County Internal Audit dedicate time and resources to this engagement.</p> <p>The Committee thanked Sherry and Becky for their responses. Tootie Smith, BCC Chair, commented on the cost-effectiveness of using the old drop boxes for damaged and non-standard ballots. Tootie and Becky conversed about the opportunities to improve the reconciliation process and documentation process.</p> <p>Further conversations were held regarding the difficulty in recruiting staff, meeting the appropriate number of workers with different political party affiliations, and with changing in receipt and postmark deadlines. Bill Cloran, Attorney, provided additional insight on the audit scope, recommendations, and complimented Jodi’s work for this audit engagement.</p> <p>Brian Nava, County Treasurer, thanked Bill, Sherry, and Becky, and commented on the value and importance of following up on audit recommendations. Brian highlighted the function and importance of continuous improvement.</p>	Informational

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		<p>The Committee discussed the next steps regarding the audit engagement and reporting. Jodi noted the formal report has been concluded and published on the OCIA website.</p> <p>Chair Vuong noted the opportunity for the Board of County Commissioners and management to hold additional conversations as needed outside of the IAOC meeting. Chair Vuong thanked the Office of County Internal Audit for the report, the Clerk and her team for the opportunity to learn more about the Elections process, and everyone for their participation.</p>	
Round Table	All	No additional comments made.	
Meeting adjournment	Chair Minh Dan Vuong	With no additional comments from the Committee, the meeting adjourned at 11:00 a.m.	
		<p>Next scheduled meetings:</p> <p>Wednesday, March 9, 2022 9:30 a.m. to 11:00 a.m. Location: TBD <i>Subsequently rescheduled to April 7, 2022</i></p> <p>Wednesday, June 8, 2022 9:30 a.m. to 11:00 a.m. Location: TBD</p>	<p>Submitted by: Kathy Yeung</p> <p>Approved by Internal Audit Oversight Committee 04-07-2022</p>