

**Background:**

Minutes from the November 5, 2014, meeting are included for your review.

**Audit Committee**

**Agenda Item 2.**

**Expected Action:**

The Committee will review, revise as appropriate and approve.

**AUDIT COMMITTEE MEETING  
DRAFT MINUTES  
NOVEMBER 5, 2014**

**COMMITTEE MEMBERS PRESENT**

Andrew Crim, Chair	Scott McAvoy	Lora Taylor
Mary Durham, Council Chair		

**STAFF MEMBERS PRESENT**

Roger Webb, Executive Director	Martha Cantu	Koren Vogel
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**GUESTS PRESENT**

Harold Liller, Office of the Attorney General

**CALL TO ORDER**

The Audit Committee of the Texas Council for Developmental Disabilities convened on Wednesday November 5, 2014, in the Limestone 2 Room at the Marriott Austin South Hotel, 4415 South IH-35, Austin, TX 78745. Committee Chair Andrew Crim called the meeting to order at 1:32 PM.

**1. INTRODUCTIONS**

Committee members, staff and guests were introduced.

**2. APPROVAL OF MINUTES**

The Committee reviewed the minutes from the August 7, 2014, Committee meeting. No revisions were offered

**MOTION:** To approve the minutes of the August 7, 2014, Audit Committee meeting as presented.

**MADE BY:** Scott McAvoy

**SECOND:** Lora Taylor

The motion **passed** unanimously.

**3. INTERNAL AUDITOR FOR TCDD**

Chair Crim discussed the recent meeting with associates from Weaver and Tidwell, LLC regarding their presentation to provide Internal Audit services. Crim and Audit Committee member Scott McAvoy participated in the interview with TCDD staff and all were in favor of the proposal. Executive Director Roger Webb noted that TCDD contacted firms on a list of qualified bidders through the Texas Multiple Award Schedule (TxMAS) and that Weaver was the only firm to submit a proposed statement of work. He also noted that Weaver submitted an application and was interviewed with a favorable response during the previous bid process but Rupert and Associates was selected at that time due to their experience with TCDD. Additionally the Weaver firm includes Adam Jones who was previously the TCDD contact at Texas Education Agency which brings knowledge of TCDD's relationship with the designated state agency. Crim noted that the only concern with the proposal from Weaver was an aggressive proposed timeline but this can be adjusted to the Council's schedule.

**MOTION:** To recommend Council approval of Weaver and Tidwell, LLC as the TCDD Internal Auditor.

**MADE BY:** Mary Durham

**SECOND:** Lora Taylor

The motion **passed** unanimously.

**4. OTHER DISCUSSION ITEMS**

It was noted that since John Morris has been replaced on the Council, the Audit Committee is lacking one member. Webb noted that a discussion on roles and responsibilities of the Audit Committee will be deferred until the additional member of the Committee is selected. Members and staff discussed the purpose of internal audit activities with Crim noting that the Risk Assessment Tool is especially helpful in determining the Council's areas of vulnerability. It is unknown if the new audit firm will continue to use that format or if they will use a different approach. It is expected that an Audit Plan for fiscal year 2015 will be presented at the February meeting.

**ADJOURN**

Committee Chair Crim adjourned the Audit Committee meeting at 1:47 PM.

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Roger A. Webb  
Secretary to the Council

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Date