

**AASHTO Audit Subcommittee Meeting
Business Meeting
Wednesday July 27, 2005**

Call to order about 9:30 AM

Accept Minutes from 2004 meeting

Host states:

2006 – Montana
2007 – Virginia
2008 – Texas
Selected: 2009 Massachusetts
2010 New Mexico

Task Force Reports

Peer Review (Need new Panel Member)

Selected: Julie Burton (Julie had to step down and the alternate choice of Mark Eccles, Kentucky, was later added)
Peer Review Panel Chair Carri Rosti: Reported on the activities for The Peer Review program for FY 2005
Annual Report will be posted onto the AASHTO Audit Subcommittee website.

Audit Quality Award

Linda Zinzow reported on the process for selecting the recipient of the David Campbell Quality Award. The recipients were John Jeffers and Gerald Koerner. The new Chair will be Russell Wright. The Chair will rotate.

(External) Audit Guide – Consultants

Jeffrey Owens reported on the meeting in March to work on the Audit Guide. Also reported on the meeting on July 24. The guide will have a few minor changes and be reissued soon, probably in August or September 2005.

Railroads

Bruce Dillard handed out a summary of railroad audit activities.

ACEC

Lamar McDaniel referred to the presentation during the conference by the USDOT IG (Ted Alves) and also the meeting on July 24. There was a request to set up training for consultants.

Audit Standards

Cecil Bragg briefed the group and referred to the summary of the Yellow Book by the GAO during the conference. The Task Force is looking at expecting the standards to include IIA and other standards. Cecil invited interested persons to join the Task Force. (If interested, contact Cecil or one of the officers.)

Consultant Audit List

Lamar McDavid said the list will be (now is) on the Subcommittee website. Alabama will continue to maintain the list.

Internal Audit List

Jerry Jones briefed the group on the annual Internal Audit list effort. Michigan will continue to maintain the list that shows all internal audits performed by member states.

Old Business

Approve Internal Audit Guide

Accepted by voice vote.

New Business

Adopt Uniform Audit and Accounting Guide for Audit of Transportation Consultants.

Accepted by voice vote. Minor changes to be made and guide with publication date will be reissued. The guide will be presented to the AASHTO meeting in Nashville in September by ACEC/AASHTO liaison group.

Changing annual meetings to four days

Lamar spoke about how the other AASHTO committees have longer meetings than the Audit group. Our group has many "side" meetings that causes several audit members to work Sundays and extended hours. Having the conference scheduled for four days would be more realistic. Montana staff will check into hotel accommodating having the 2006 conference being extended ½ day or more. Virginia will plan on a four day meeting as well. There were questions relating to additional cost and effect on attendance. Extended meetings were accepted by a majority voice vote.

Government Contract Auditing Certification

Lamar referred to Tom Goodfellow's talk on the Contract Auditing certification. The audit group decided to not take any particular action.

Peer review training via video conferencing.

Lamar expressed appreciation for Bill Gallant's training on peer review procedures. He noted that staff not in attendance would benefit from the training. Roberta Broeker was requested to pursue organizing training using video conferencing technology this next year. Roberta agreed to do so.

Joint Meeting with Financial Management Group.

Lamar reported that our group has been approached by representatives of the AASHTO Financial Management group to have joint meetings. This prompted "healthy" discussion amongst our members. It was finally decided to agree to hold joint meetings every other year beginning with Virginia in 2007. It will be a tentative arrangement depending on how the 2007 meeting goes. The plan will be to have one day of joint meetings. The audit group will take the lead on organizing the joint day. However the balance of the Financial Management portion, they will be responsible for.

AASHTO Audit Subcommittee website.

Roger Roberts asked the group if there is a problem with opening the access to the website. Nobody seemed to have a problem with doing so. Roger will work towards that end and terminate the need for passwords.

FHWA proposed rulemaking on Project Authorization and Agreement. Lamar said that there is a team working on a response, including members of the Financial Management Group.

Meeting adjourned about 11:30 AM.
See everyone in Montana in 2006.