Day 1 – Thursday, October 3, 2019 (8 CPE)

7:45 – 8:15 a.m.  Registration, continental breakfast, and networking

8:15 – 8:20 a.m.  Welcome  
  •  Jennifer McGuirk, Multnomah County Auditor

8:20 – 10:00 a.m.  Ethics  
  (Field of Study: Auditing-Governmental)
  Effective controls to ensure ethical conduct are a key part of building trust in government. The first part of this presentation will provide an overview of key concepts related to government ethics. The second part will summarize recent audits that evaluated the ethical environments in two local governments.
  
  •  Brian Evans, Metro Auditor, Oregon Metro  
  •  Fran Davison, Principal Auditor, Multnomah County  
  •  Nicole Dewees, Principal Auditor, Multnomah County  
  •  Simone Rede, Senior Management Auditor, Oregon Metro  
  •  Elliot Shuford, Senior Management Auditor, Oregon Metro

10:00 – 10:10 a.m.  Networking Break

10:10 – 11:00 a.m.  Excel Tips and Tricks  
  (Field of Study: Auditing-Governmental)
  Presenters will race the clock in a battle to see how many quick tips they can fit in during one jam-packed session of “speed tipping.” This is a fun and fast-paced session with useful tips that you can use immediately in your Excel work. Attendees will learn over 50 Excel tips (fingers crossed) on topics ranging from formulas, visualizing data, formatting and conditional formatting, mapping, dashboards, and retrieving and cleaning data. At the end of this session, attendees will be able to apply new techniques in Excel to analyze and visualize data.
  
  •  Tania Fleming, Principal Performance Auditor, Washington State Auditor’s Office  
  •  Michael Huynh, Senior Performance Auditor, Washington State Auditor’s Office

11:00 – 11:10 a.m.  Networking Break

11:10 a.m. – 12 p.m.  Flexible Auditing for Impact  
  (Field of Study: Auditing-Governmental)
  We will discuss how the King County Auditor’s Office has flexibly responded to changing audit environments in order to maximize impact. Attendees will learn about the techniques we have used to when dealing with difficult political situations, such as an auditee saying they are “not auditable” as well as changes in agency leadership or contracted service providers.
  
  •  Kayvon Zadeh, Senior Management Auditor, King County Auditor’s Office  
  •  Ben Thompson, Deputy Auditor, King County Auditor’s Office

12:00 – 1:00 p.m. Buffet Lunch (provided)

1:00 – 1:50 p.m.  Cybersecurity and Immigrant Rights  
  (Field of Study: Auditing-Governmental)
  From cybersecurity to personally identifiable information to U.S. Immigration and Customs Enforcement (ICE). This presentation will discuss how one audit assessed countywide privacy protections, while uncovering ICE access to county data in contravention of local law. Attendees will learn about potential criteria, evidence, and ways to narrow their scope so they can build their own “cyber-equity” audit.
  
  •  Megan Ko, Management Auditor, King County Auditor’s Office
1:50 – 2 p.m.  Networking Break

2:00 – 2:50 p.m.  Working with Media  
(Field of Study: Communications and Marketing)

Learn how to prepare for both TV and print media before and after release of an audit. Preparation is important for a smooth roll-out. Participants will learn practical tips for talking on background, off-the-record and using sound bites effectively.

- Tony Green, Deputy Ombudsman, City of Portland Auditor’s Office
- Jamie Ralls, Oregon Secretary of State Audits Division

2:50 – 3 p.m.  Networking Break

3:00 – 3:50 p.m. Roundtable Breakout Discussions  
(Field of Study: Auditing-Governmental)

- Cybersecurity and IT Auditing
- Equity Audits and DEI Initiatives
- Professional Development and Certifications

3:50 – 4 p.m.  Networking Break

4:00 – 4:50 p.m. Lessons Learned from New Chief Audit Executives  
(Field of Study: Auditing-Governmental)

Hear from new Chief Audit Executives about running for office, building an audit shop, taking over leadership of an office, and other lessons from moving into a new CAE role.

- Jodi Cochran, Chief Audit Executive, Clackamas County
- Jessica Johnson, Internal Audit Director, Portland Community College
- Jennifer McGuirk, Multnomah County Auditor

5:00 p.m.  Networking Reception

Lot 4 Urban Eatery
Residence Inn Portland Downtown/Pearl District
1150 NW 9th Ave.
Portland, OR 97209 (training location)

Day 2 – Friday, October 4, 2019 (6 CPE)

7:45 – 8:30 a.m.  Registration, continental breakfast, and networking

8:30 a.m. – 10:10 a.m. Root Cause Analysis

This session is designed to enhance the new or experienced performance auditor's skills in Root Cause Analysis by demonstrating how to:

- Utilize a Root Cause Analysis mind frame during all phases of an audit engagement: planning, fieldwork and reporting;
- Implement some tools that can assist with RCA;
- Develop audit observations and recommendations to address ROOT CAUSE as well as condition and recovery (corrective action); and
- Identify and assess your personal competencies in areas such as critical thinking, creative problem solving, and collaboration.

- Pamela Stroebel Powers, Chief Audit Executive, State of Oregon Military Department

10:10 – 10:25 a.m.  Networking Break
10:25 – 11:15 a.m.  Audits & Investigations: Similarities & Differences  
(Field of Study: Auditing-Governmental)

Audits and investigations are similar, but may have different scopes of work, methodologies, and compliance requirements to meet standards. The presenters will go over recent examples to help attendees understand the key differences and assess when one may be preferable to the other.

- Steve Flaherty, City and County of San Francisco
- Annamarie McNiel, Principal Auditor, Multnomah County

11:15 – 11:30 a.m.  Networking Break

11:30 a.m. – 12:20 p.m.  Follow-up Audit Approaches  
(Field of Study: Auditing-Governmental)

Follow-up audits take many forms and are getting more attention than in the past. The presenters will share different approaches to doing follow-up audits, including a discussion of both techniques and frequency of following up on audit recommendations.

- John Hutzler, Auditor, Washington County
- Elizabeth Pape, Performance Auditor II, City of Portland
- Brian Evans, Metro Auditor, Oregon Metro

12:20 – 1:20 p.m.  Buffet Lunch (provided)

1:20 – 2:10 p.m.  Non-audit Services  
(Field of Study: Auditing-Governmental)

Some audit shops have unique challenges in meeting Yellow Book standards because of their size or historical role in the organization. This presentation will go over two examples where auditors have had to implement extra safeguards to ensure compliance with standards while also meeting their mandated role with the organization.

- David Givans, Internal Auditor, Deschutes County
- Larry Stafford, Audit Services Manager, Clark County

2:10 – 2:25 p.m.  Networking Break

2:25 – 3:15 p.m.  Hotlines  
(Field of Study: Auditing-Governmental)

Hotlines are a way for people to report concerns about fraud, waste, or misuse of government resources. In some cases, those reports may even help generate ideas for future audits. Panel participants will discuss different approaches to operating a hotline.

- Angela Owens, Senior Auditor, Oregon Metro
- Marc Rose, Principal Auditor, Multnomah County
- Eric Spivak, Auditor, Jackson County

**Location**
Residence Inn Portland Downtown/
Pearl District
1150 NW 9th Ave.
Portland, Oregon 97209
Questions

Training agenda/sessions; Local transportation and hotels: Jennifer McGuirk jennifer.mcguirk@multco.us
Virtual training: ALGA Member Services, (859) 276-0686
Registration/payment; CPE: ALGA Member Services, (859) 276-0686

Parking and Transit
Valet parking available at the hotel for $44 daily. All day parking (24 hours) available for $12 across the street from the hotel at the Station Place Parking Garage (1025 NW Station Way). We encourage attendees to use transit or other means. The hotel is along the waterfront near walking/running trails and is also a block from MAX lines and buses. Use TriMet's trip planner to get step-by-step transit directions.

Dietary Restrictions
Breakfast and a full hot and cold lunch buffet will be provided during both training days. For dietary restrictions, please email jennifer.mcguirk@multco.us by September 16.

ADA Accommodations
To request an accommodation please contact jennifer.mcguirk@multco.us by September 30.

Accommodations
We have arranged for room blocks at the Residence Inn and two nearby hotels to accommodate a range of budgets. Please note the different cut-off dates to make reservations.

<table>
<thead>
<tr>
<th>Residence Inn Portland Downtown/Pearl District</th>
<th>Woodlark Hotel</th>
<th>Mark Spencer Hotel</th>
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<tbody>
<tr>
<td>Training location</td>
<td>1150 NW 9th Ave.</td>
<td>813 SW Alder St.</td>
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<tr>
<td></td>
<td>10-minute streetcar ride to training location</td>
<td>10-minute streetcar ride to training location</td>
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<tr>
<td>$209/night + tax</td>
<td>$184/night + tax (government rate)</td>
<td>$184/night + tax (government rate)</td>
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<td>(Note: this exceeds the government rate)</td>
<td>Book by August 19, first-come, first-serve</td>
<td>Book by September 2, first-come, first-serve</td>
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To reserve:
- Call 855-335-7454 and ask for the ALGA Regional group rate.
- Complimentary WiFi, Parking $44 valet at hotel, or $12 across the street at the Station Place Parking Garage (1025 NW Station Way)

To reserve:
- Call the reservations department at 833-624-2188 and request the ALGA Regional Room Block group in order to receive the discounted rate.
- Complimentary WiFi, discounted valet parking at $30, waived guest amenities fee ($24/night + tax)

To reserve:
- Call 503-224-3293 and ask for the “ALGA Regional” group rate, or
- Reservation Link (Group ID = ORMETRO, Password = ALGA2019, Enter dates and reserve as normal)
- Complimentary WiFi, Parking $25 per day, self-park

CPE 14 total CPE credits will be offered over two days.

Attendance Policy: In order to obtain CPE credit for the session(s) attended, attendees will be required to submit attendance codes announced during the sessions to verify their attendance.
Level of Knowledge: Overview. All levels of government auditors from director to entry-level staff are encouraged to attend.

Delivery Method: Group-Live

Advance Preparation/Education Prerequisites: No advance preparation is required. This is a paperless training, and electronic training materials will be available for download or printing prior to the event on the ALGA website. Wi-Fi will be available during the event, but participants may wish to download and/or print your materials prior to the event.

The Association of Local Government Auditors is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.nasbaregistry.org.