October 17, 2017 BAC Meeting Res. No. BAC 18-11

MOTION: 0

Caddigan

SECOND:

Jenkins

RE:

APPROVE MINUTES OF MEETING

ACTION:

APPROVED

WHEREAS, on September 5, 2017, the Prince William Board Audit Committee convened its regular meeting in the McCoart Administration Building, One County Complex Court, Prince William, Virginia; and

WHEREAS, the Prince William Board Audit Committee conducted business in accordance with a published agenda dated September 5, 2017; and

NOW, THEREFORE BE IT RESOLVED that the Prince William County Board Audit Committee does hereby approve the minutes of the September 5, 2017, meeting.

VOTES:

Ayes:

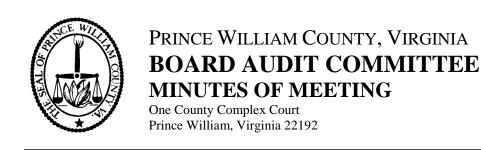
Stewart, Caddigan, Jenkins

Nays:

Absent from Vote: Absent from Meeting:

ATTEST

Clerk to the Board Audit Committee



Hon. COREY A. STEWART, CHAIRMAN Hon. MAUREEN S. CADDIGAN Hon. JOHN D. JENKINS ALTERNATES

HON. RUTH M. ANDERSON HON. PETE K. CANDLAND HON. JEANINE M. LAWSON HON. MARTIN E. NOHE HON. FRANK J. PRINCIPI

September 5, 2017

The Board Audit Committee was attended by the following:

Ruth Anderson, Supervisor, Alternate Voting Member (Alternate for Supervisor Caddigan who arrived at 11:09 a.m.)

Maureen Caddigan, Supervisor, Regular Voting Member

John Jenkins, Supervisor, Regular Voting Member

Marty Nohe, Supervisor, Alternate Voting Member (Alternate for Chairman Stewart who arrived at 11:22 a.m.)

Corey Stewart, Chairman, Regular Voting Member

Jacqueline Smith, Clerk of Circuit Court

Chris Martino, County Executive

Michelle Casciato, Deputy County Executive

Elijah Johnson, Deputy County Executive

Michelle Robl, County Attorney

Michelle Attreed, Director of Finance

Tracy Gordon, Intergovernmental and Legislative Director

Lou Cannon, RSM Internal Auditor

Jennifer Murtha, RSM Internal Auditor

Clara Ewing, RSM Internal Auditor

Duffy Leidner, RSM Internal Auditor

Tara Basile, Paralegal

Rob Skoff, Assistant County Attorney III

Alan Smith, Assistant County Attorney

Matthew Brown, Board Aide

Tim Leclerc, Deputy Finance Director

Esther Caesar, Chief Accountant

The Board Audit Committee (BAC) addressed the following items on the agenda:

1. Approval of Minutes

A. RES – Approve Minutes of June 20, 2017 BAC Meeting

The motion to approve the minutes of June 20, 2017, was moved by Mr. Nohe, seconded by Mrs. Anderson and approved unanimously. Copy of Resolution #BAC 18-06 attached.

2. Internal Audit Update by RSM

A. Provide status update on ongoing audits

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B. Status on hotline calls

Clara Ewing of RSM provided status update on ongoing audits and hotline calls; all calls were dispositioned as appropriate.

3. County Executive Time

A. Audits by Outside Agencies

Michelle Attreed provided status update on audits by outside agencies.

4. County Attorney Time

A. RES – Authorize – Closed Session to discuss two draft audit reports and discuss one audit in process.

The motion to go into closed session to discuss two draft audit reports and one audit in process was moved by Mrs. Caddigan, seconded by Mr. Nohe and approved unanimously. Copy of Resolution #BAC 18-07 attached.

5. Items reported out of Closed Session (if any)

A. RES – Certify – Closed Session

The Committee went into closed session at 11:17 a.m. and came out of closed session at 11:52 a.m. The resolution to certify closed session was moved by Mr. Jenkins, seconded by Mrs. Caddigan and approved unanimously. Copy of Resolution #BAC 18-08 attached.

6. Audit Committee Member Time

RES –Recommend that the Board of County Supervisors accept internal audit reports – Records Retention and Clerk of the Circuit Court. The motion was moved by Mrs. Caddigan, seconded by Mr. Jenkins and approved unanimously. Copy of Resolution #BAC 18-09 attached.

7. Adjournment

A. RES – Adjourn Meeting

Having concluded all business on the agenda, the Board Audit Committee adjourned the meeting of September 5, 2017, at 12:27 p.m. The motion was moved by Mr. Jenkins, seconded by Mrs. Caddigan and approved unanimously. Copy of Resolution #BAC 18-10 attached.