



PRINCE WILLIAM COUNTY, VIRGINIA
BOARD AUDIT COMMITTEE
MINUTES OF MEETING

One County Complex Court
Prince William, Virginia 22192

HON. COREY A. STEWART, CHAIRMAN
HON. MAUREN S. CADDIGAN
HON. JOHN D. JENKINS
ALTERNATES
HON. RUTH ANDERSON
HON. PETE CANDLAND
HON. JEANINE LAWSON
HON. MARTIN E. NOHE
HON. FRANK J. PRINCIPI

December 5, 2017

The Board Audit Committee meeting was attended by the following:

John Jenkins, Supervisor, Regular Voting Member
Ruth Anderson, Supervisor, Regular Voting Member
Jeanine Lawson, Supervisor, arrived at 12:30 p.m.
Chris Martino, County Executive
Michelle Casciato, Deputy County Executive
Elijah Johnson, Deputy County Executive
Chris Price, Deputy County Executive
Michelle Robl, County Attorney
Michelle Attreed, Director of Finance
Tim Leclerc, Deputy Director of Finance
Kevin McGee, Fire & Rescue Chief
Wade Hugh, Development Services Director
Rebecca Horner, Planning Director
Kerry Burnette, Planning
Matt Brown, Chairman's Office
Lou Cannon, RSM Internal Auditor
Patrick Lynch, RSM Internal Auditor
Clara Ewing, RSM Internal Auditor
Jennifer Murtha, RSM Internal Auditor

Meeting Called to Order at 12:13 p.m.

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

1. Approval of Minutes

- A. RES – Approve Minutes of October 17, 2017 BAC Meeting

The motion to approve the minutes of October 17, 2017, was moved by Mrs. Anderson, seconded by Mr. Jenkins and approved unanimously. Copy of Resolution #BAC 18-16 attached.

2. Internal Audit Update by RSM

- A. Status update on audits

B. Status on hotline calls

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

3. **County Executive Time**

A. Status of External Audits

Michelle Attreed summarized external audits based upon materials included in packet.

B. Internal Audit RFP Update

Michelle Attreed provided an update of the Internal Audit Services RFP.

RES – Recommend that the Board of County Supervisors award Internal Audit Consulting Services contract to RSM US, LLP and authorize the Director of Finance to execute the contract.

The motion was moved by Mrs. Anderson, seconded by Mr. Jenkins and approved unanimously. Copy of Resolution #BAC 18-17 attached.

C. Mr. Martino recommended a conversation about CY 2018 Audit Plan. Ms. Murtha requested approval for three additional audits in advance of the CY 2018 Audit Plan, DoIT security testing; Parks and Recreations operations; and Fleet/Internal Services operations.

A forth audit, Neighborhood Services, was requested for consideration by Mrs. Lawson.

RES – Recommend that the Board Audit Committee accept the RSM US, LLP proposal to include four additional audits in the CY 2018 Audit Plan.

The motion was moved by Mrs. Anderson, seconded by Mr. Jenkins and approved unanimously. Copy of Resolution #BAC 18-18 attached.

4. **County Attorney Time**

A. RES – Authorize Closed Session to discuss two draft audit reports

The motion to go into closed session to discuss two draft audit reports and one audit in process was moved by Mrs. Anderson, seconded by Mr. Jenkins and approved unanimously. Copy of Resolution #BAC 18-19 attached.

5. **Items Reported Out of Closed Session (if any)**

A. RES – Certify – Closed Session

The Committee went into closed session at 12:27 p.m. and came out of closed session at 12:55 p.m. The resolution to certify closed session was moved by Mrs. Anderson, seconded by Mrs. Lawson and approved unanimously. Copy of Resolution #BAC 18-20 attached.

- B. RES – Accept – Audit Report Fire Fighter I and II

The resolution to recommend that the Board of County Supervisors accept the Firefighter I and II Internal Audit Report was moved by Mrs. Lawson, seconded by Mrs. Anderson and approved unanimously. Resolution #BAC 18-21 attached.

6. Audit Committee Member Time

- A. RES- Accept CY 2018 Meeting Calendar

The resolution to establish the CY 2018 meeting schedule was moved by Mrs. Lawson, seconded by Mrs. Anderson and approved unanimously. Copy of Resolution #BAC 18-22 attached.

7. Adjournment

- A. RES – Adjourn Meeting

Having concluded all business on the agenda, the Board Audit Committee adjourned the meeting of December 5, 2017, at 1:00 p.m. The motion was moved by Mrs. Lawson, seconded by Mrs. Anderson and approved unanimously. Copy of Resolution #BAC 18-23 attached.