



PRINCE WILLIAM COUNTY, VIRGINIA
BOARD AUDIT COMMITTEE
MINUTES OF MEETING

One County Complex Court
Prince William, Virginia 22192

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

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.