



PRINCE WILLIAM COUNTY, VIRGINIA
**JOINT AUDIT COMMITTEE OF THE
COUNTY GOVERNMENT AND SCHOOL
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

January 17, 2017

The Board Audit Committee was attended by the following:

Maureen Caddigan, Supervisor, Regular Voting Member
John Jenkins, Supervisor, Regular Voting Member
Ruth Anderson, Supervisor, Alternate Voting Member, (Alternate for Chairman Stewart who was absent from the meeting)
Marty Nohe, Supervisor, Alternate Voting Member, (Alternate for Chairman Stewart who was absent from the meeting)(Arrived 11:25AM)
Chris Martino, County Executive
Michelle Robl, County Attorney
Elijah Johnson, Deputy County Executive
Michelle Attreed, Finance Director
Kevin McGee, Chief, Department of Fire and Rescue
Megan Kelly, Senior Assistant County Attorney
Clara Ewing, RSM Internal Auditor
Jennifer Murtha, RSM Internal Auditor
Michelle Casciato, Deputy County Executive
Elijah Johnson, Deputy County Executive
Tim LeClerc, Deputy Finance Director
Timothy Keen, Deputy Chief, Fire and Rescue
James Forgo, Assistant Chief, Fire and Rescue
Lance McClintock, Assistant Chief, Fire and Rescue
Estee Warring, Technician II, Fire and Rescue
Ross Snare, Chairman of Board of County Supervisors Office

The Board Audit Committee addressed the following items on the agenda:

1. Approval of Minutes

A. RES – Approve Minutes of October 18, 2016 BAC Meeting

The motion to approve the minutes of October 18, 2016 was moved by Mrs. Caddigan, seconded by Mrs. Anderson and approved unanimously. Copy of Resolution #BAC 17-14 attached.

2. Internal Audit Update by RSM

A. Provide status update on ongoing audits

Mrs. Attreed made the recommendation for RSM to review the county Proffers and Escrows for there had been a numerous discrepancies noted in past reports.

An Equal Opportunity Employer

Enough so to warrant a need for an internal audit. The motion to approve a RSM review of Proffers and Escrows was moved by Mrs. Caddigan, seconded by Mrs. Anderson and approved unanimously. Copy of Resolution #BAC 17-15 attached.

B. Status on hotline calls

Clara Ewing of RSM provided status update on ongoing audits and hotline calls. This includes but is not limited to; October 2016 The Employee Spending on Charitable Giving Campaign, survey and events. December 2016 Food Stamp & Medicaid Program.

3. County Executive Time

A. Audits by Outside Agencies

Michelle Attreed provided an update on all 14 active audits. No significant findings in any audits, 17-2 CS Audit, 7 Management Findings, Corrective Action Plans. 17-20 and 17-30, New Audits.

4. County Attorney Time

A. RES – Authorize – Closed Session to discuss one draft item.

The motion to go into closed session to discuss one draft item was moved by Mrs. Caddigan, seconded by Mrs. Anderson and approved unanimously. Copy of Resolution #BAC 17-16 attached.

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

A. RES – Certify – Closed Session

The Committee went into closed session at 10:31 a.m. and came out of closed session at 12:25 p.m. The resolution to certify closed session was moved by Mrs. Caddigan, seconded by Mrs. Anderson and approved unanimously. Copy of Resolution #BAC 17-17 attached.

6. Audit Committee Member Time

The motion to go into approve the 2017 BAC meeting calendar and add a special meeting March 14, 2017 @ 7:30 p.m. in the Board of Chambers, was moved by Mrs. Caddigan, seconded by Mrs. Anderson and approved unanimously. Copy of Resolution #BAC 17-18 attached.

7. Adjournment

A. RES – Adjourn Meeting

Having concluded all business on the agenda, the Board Audit Committee adjourned the meeting of January 17, 2017 @ 12:28 p.m. The motion was moved by Mrs. Anderson, seconded by Mrs. Caddigan and approved unanimously. Copy of Resolution #BAC 17-19 attached.