



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

October 18, 2016

The Board Audit Committee was attended by the following:

Corey Stewart, Chairman-At-Large, Regular Voting Member
Maureen Caddigan, Supervisor, Regular Voting Member
John Jenkins, Supervisor, Regular Voting Member
Marty Nohe, Supervisor, Alternate Voting Member (Alternate for Chairman Stewart who arrived following the start of the meeting – 11:34 a.m.)
Ruth Anderson, Supervisor, Alternate, Non-Voting Member
Chris Martino, Acting County Executive
Michelle Robl, County Attorney
Elijah Johnson, Deputy County Executive
Michelle Attreed, Director of Finance
Kevin McGee, Chief, Department of Fire and Rescue
Tom McQuillan, Chief Information Officer, Department of Information Technology
Matt Brown, Assistant to Chairman Stewart
Tracy Gordon, Assistant to the County Executive, Legislative Affairs Director
Megan Kelly, Assistant County Attorney
Lou Cannon, RSM
Clara Ewing, RSM
Richard Kawecki, RSM
Jennifer Murtha, RSM

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

1. Approval of Minutes

A. RES – Approve Minutes of July 12, 2016 BAC Meeting

The motion to approve the minutes of July 12, 2016 was moved by Mr. Nohe, seconded by Mrs. Caddigan and approved unanimously. *Copy of Resolution #BAC 17-07 attached.*

2. Internal Audit Update by RSM

- A. Provide status update on ongoing audits
B. Status on hotline calls

Lou Cannon and Clara Ewing of RSM provided status update on ongoing audits and hotline calls.

3. County Executive Time

A. Audits by Outside Agencies

Michelle Attreed provided an update on all FY16 and FY 17 audits by outside agencies. No significant findings in any audits, most had no findings at all.

B. Internal Audit Function Charter and Organizational Chart

Michelle Attreed presented proposed updates to the Internal Audit Function Charter and RSM's revised organizational chart. The motion to approve the updated internal audit function charter and organizational chart was moved by Mrs. Caddigan, seconded by Mr. Nohe and approved unanimously. *Copy of Resolution #BAC 17-08 attached.*

C. Request to add Buckhall Volunteer Fire Department (Station 16) Training Audit to the FY 2017 Audit Plan

The motion to authorize RSM to conduct an audit of the Firefighter I and II classes taught at Buckhall Volunteer Fire Department was moved by Mrs. Caddigan, seconded by Mr. Nohe and approved unanimously. *Copy of Resolution #BAC 17-09 attached.*

D. Request to add Operational Review and Analysis of the Animal Shelter to the FY 2017 Audit Plan

The motion to authorize RSM to conduct an operational review and analysis of the animal shelter was moved by Mrs. Caddigan, seconded by Mr. Nohe and approved unanimously. *Copy of Resolution #BAC 17-10 attached.*

4. County Attorney Time

A. RES – Authorize – Closed Session to discuss two draft items.

The motion to go into closed session to discuss two draft items was moved by Mrs. Caddigan, seconded by Mr. Jenkins and approved unanimously. *Copy of Resolution #BAC 17-11 attached.*

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

A. RES – Certify – Closed Session

The Committee went into closed session at 12:02 p.m. and came out of closed session at 12:57 p.m. The resolution to certify closed session was moved by Mrs.

Jenkins, seconded by Mr. Jenkins and approved unanimously. *Copy of Resolution #BAC 17-12 attached.*

6. Audit Committee Member Time

7. Adjournment

A. RES – Adjourn Meeting

Having concluded all business on the agenda, the Board Audit Committee adjourned the meeting of October 18, 2016. The motion was moved by Mr. Jenkins, seconded by Mrs. Caddigan and approved unanimously. *Copy of #BAC 17-13 attached.*

