

# **METROPOLITAN AUDIT COMMITTEE**

**NOVEMBER 11, 2008**

## **MINUTES**

On Tuesday, November 11, 2008 at 4:00 p.m., the Metropolitan Audit Committee met in the Metropolitan Courthouse, 2<sup>nd</sup> Floor Committee Room 3. The following were in attendance at the meeting:

### **Committee Members**

Bob Brannon, Chairman  
Brack Reed, Vice Chairman  
Rich Riebeling, Finance Department  
Diane Neighbors, Vice Mayor  
Charlie Tygard, Metro Council

### **Others**

Mark Swann, Metropolitan Auditor  
Carlos Holt, Audit Manager  
Margaret Darby, Metro Legal

The meeting was called to order by Bob Brannon, Chairman.

### **Approval of Minutes**

The minutes of the last meeting held on Tuesday, September 9, 2008 were approved and seconded by the Committee.

### **New Business**

- General Service Building Security Audit Report – This audit was completed and distributed on October 31, 2008. Mark Swann reviewed the audit objectives and observations for each of the buildings under the General Services' supervision. The main recommendation was the need for a Metro-wide security program.
- Metropolitan Auditor Semi-Annual Report to Metropolitan Audit Committee – A progress report for the period July 1, 2007 through October 31, 2008 was presented to the Metropolitan Audit Committee. Mr. Swann reviewed the Metropolitan Office of Internal Audit's accomplishments and vision for the future.
- 2009 Audit Work Plan Preliminary Discussion – A brief review of the Metropolitan Office of Internal Audit Work Plan was given to the Committee by Mr. Swann.

### **Old Business**

- None

### **Metro Silent Whistle**

- Messrs. Swann and Holt gave an overview of calls received and how they were distributed and handled. A report indicating the status of the calls was given to the Committee members. Questions from the Committee were answered.

### **Internal Audit Project Status**

- Current Audits & Audit Work Plan Progress - A report was distributed to the Committee listing all projects being worked on by the audit staff and indicated the status of each item. Mr. Brack Reed mentioned the importance of an on-going follow-up program to check the status of audit recommendations.

### **Other Administrative Matters**

- Personnel – The Office of Internal Audit now has a total staff of twelve. Mr. Swann indicated that he is satisfied with the current number of employees.
- CCH TeamMate Audit Management Software Implementation – The TeamMate software has been installed. This software will simplify and unify procedures along with eliminating paper and storage of the audit work papers. The audit staff attended a training session last week to learn how to use the new audit management system.

### **Adjournment**

- The next Metropolitan Audit Committee Meeting is scheduled for Tuesday, December 9, 2008 at 4:00 p.m.