

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY
AUDIT COMMITTEE MEETING MINUTES
February 11, 2025

On Tuesday, February 11, 2025, at 4:00 p.m., the Metropolitan Nashville Audit Committee met in the Metropolitan Courthouse, 2nd Floor, Committee Room 1. The following people attended the meeting:

Committee Members

Tom Bates, Tennessee Society of CPAs
Angie Henderson, Vice Mayor
Jenneen Reed, Director of Finance
Courtney Johnston, Council Member
Burkley Allen, Council Member

Others

Lauren Riley, Metropolitan Auditor
Erica Haber, Department of Law
Velvet Hunter, General Services
Kenneth Eads, General Services
Amber Emberton, General Services
Bill Walker, Office of Internal Audit

Members Absent

Matthew Scanlan, Chamber of Commerce

Quorum present? Yes

CALL MEETING TO ORDER

Mr. Bates called the meeting to order.

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF MINUTES

A **motion** to approve meeting minutes for January 28, 2025, was made, seconded, and carried.

NEW BUSINESS

Discussion on the Audit Recommendations Follow-Up – General Services – Surplus Property Distribution

Ms. Riley summarized the original audit recommendations and the results of the follow-up audit. Ms. Riley noted all recommendations were implemented. Councilmember Allen inquired about cycle counts being performed in relation to total inventory. Mr. Eads noted cycle counts occur throughout the year, and a full inventory account happens once a year. No further questions were raised.

Discussion on the Office of Internal Audit Recommended 2025 Annual Audit Work Plan

Ms. Riley briefly discussed the process for determining available audit hours and potential audit areas. Ms. Riley walked through the risk assessment done on all departments, and the request for input on the plan. Ms. Riley noted the goals for the year and any changes in goals. She walked through each audit included on the proposed audit plan.

A discussion ensued related to the proposed audit of Harassment, Discrimination, and Retaliation Investigation Processes. Ms. Riley noted the audit would include both Metro General Government and MNPd. Councilmember Johnston inquired about the audit including MNPS.

Ms. Riley noted it could include MNPS as well, but the audit would be large. Director Reed noted the audit could be broken into individual reports for each area since the processes for each are likely very different.

Ms. Riley noted the audit of MNPD Traffic Enforcement was requested. Councilmember Johnston noted the audit would be premature since MNPD had adopted new enforcement procedures. Additionally, much of the data related to enforcement was available online. Ms. Riley noted the audit could be performed later in the year to give time for the new procedures to operate if the audit stayed on the audit plan.

Ms. Riley explained an audit of the Historical Commission was included due to length of time since the last audit. Vice Mayor Henderson inquired about what the audit would include since the Historic Zoning Commission and the Historical Commission are two separate commissions. Ms. Riley noted the intent was to include both, and Vice Mayor Henderson recommended amending the language in the plan to ensure both are noted.

Ms. Riley went through the other audits considered but not included on the proposed plan. A discussion ensued related the Metro Parks Recruiting and Hiring Practices audit. Councilmember Allen and Vice Mayor Henderson noted the importance of the audit topic, and both requested the audit be included on the plan.

A brief discussion around the Capital Spending Plan audit was had. Ms. Riley continued through the list of additional audits considered. Ms. Riley noted the MNPD Confiscated Funds and Evidence Room was included due to the high risk. The last audit of the area was over ten years prior. A discussion ensued around whether high risk audit areas should be considered on a rotational basis to ensure they are appropriately addressed. Ms. Riley noted that though there may be benefits to routine audits, it would be difficult due to the size of Metro and the size of Internal Audit staff. Focusing on routine audits may take away from other process audits. Additionally, follow-up audits help ensure risks identified in initial audits are appropriately addressed by management. Ms. Riley noted she would reach out to other audit shops to see if they had a practice of identifying high risk areas and auditing them on a regular basis.

Councilmember Johnston suggested removing the MNPD Traffic Enforcement audit and replacing it with the MNPD Confiscated Funds and Evidence Room audit. A discussion ensued related to audit hours and making changes to the proposed plan. Ms. Riley noted having extra projects on the plan allows flexibility in timing of audits. Vice Mayor Henderson requested future plans include estimated hours to help in determining any changes made. Ms. Riley noted this change would happen.

A **motion** was made to approve the Office of Internal Audit Recommended 2025 Annual Audit Work Plan, with the following changes:

- Add MNPD and MNPS to the Harassment, Discrimination, and Retaliation Investigation Process audit,
- Add the Metro Parks Recruiting and Hiring Practices audit,
- Remove the MNPD Traffic Enforcement audit,
- Add the MNPD Confiscated Funds and Evidence Room audit. and
- Clarify the Historical Commission audit to Historical Commission and Historic Zoning Commission

The motion was seconded and carried.

PROJECT STATUS

Recommendation Implementation and Ongoing Projects

Ms. Riley covered the status of current open recommendations. She noted the status of the current audit plan, list of projects, and fraud, waste, and abuse hotline reports.

OTHER ADMINISTRATIVE MATTERS

Office of Internal Audit 2024 Performance Report and Metropolitan Nashville Audit Committee Annual Report to the Metropolitan Nashville Council

Ms. Riley discussed the Office of Internal Audit 2024 Performance Report and Metropolitan Nashville Audit Committee Annual Report to the Metropolitan Nashville Council. No discussion ensued.

Budget and Staffing

Ms. Riley covered the current budget status. Ms. Riley noted budget requests for fiscal year 2026 were submitted, and she noted the requests made by the Office of Internal Audit. Ms. Riley noted the posting of the open Auditor 1 position had recently closed. Ms. Riley noted a large candidate pool was received, and she was confident the office would fill the position soon. No further discussion ensued.

End of Public Meeting

A **motion** to adjourn the public meeting was made, seconded, and carried.

The public meeting adjourned after approximately 1 hour 11 minutes.
The next regularly scheduled meeting is April 8, 2025, at 4:00 p.m.

The minutes for the February 11, 2025, Metropolitan Nashville Audit Committee meeting are respectfully submitted.



Lauren Riley, Metropolitan Auditor
Secretary, Metropolitan Nashville Audit Committee

Approved by the Metropolitan Nashville Audit Committee on April 8, 2025