



Arlington County Board

Audit Committee

Meeting Minutes

December 12, 2016

I. Call to order

Co-Chair Jay Fisette called to order the regular meeting of the Audit Committee at 5:02 PM on December 12, 2016 at Rm 311 of the Arlington County Courthouse Plaza building.

II. Roll call

Fisette conducted a roll call. The following Audit Committee members were present:

- **Jay Fisette – Co-chair**
- **John Vihstadt – Co-chair**
- **Mark Schwartz – County Manager**
- **Stephen Agostini – Director, Department of Management and Finance**
- **Tenley Peterson, Public Member**
- **Hal Steinberg, Public Member**
- **Nancy Tate, Public Member**

Also in attendance were

- **Chris Horton, County Auditor**
- **Lynne Porfiri, Chief of Staff**
- **Maria Meredith, Deputy Director, Department of Management and Finance**
- **Kevin Doyle, Internal Auditor, Department of Management and Finance**

III. Approval of minutes from last meeting

Fisette presented the draft minutes from the last meeting. The minutes were unanimously approved as presented.

IV. Business

- a) *Introduction of the new County Auditor:* Chris Horton provided a brief self-introduction and answered questions from the committee members regarding



his background, and how his background relates to some current issues impacting Arlington County.

- b) *County Auditor Report:* Horton reviewed the status of the Emergency Medical Services fees audit, and the County Auditor/Audit Committee protocols document being drafted by RSM, a third party vendor. Fisette and Vihstadt indicated a desire for the Emergency Medical Services fees audit to be presented to the County Board in January. Discussion ensued on the best process for effecting this presentation. Discussion also occurred on the role of the committee, which will be addressed in the County Auditor/Audit Committee protocols document. Fisette noted his preference for a flow chart showing the steps and timeline of the audit process. Finally, Agostini was introduced as the newest Audit Committee member, and he spoke briefly about his career and his experience with various types of audits.
- c) *Update on Financial Fraud Waste and Abuse Hotline:* Meredith reviewed the status of the Financial Fraud Waste and Abuse Hotline, including county employee education efforts. She and Schwartz answered questions from committee members about the program's oversight, measure(s) of effectiveness, how potentially criminal matters are handled, and whether information arising out of the program is public under state FOIA. Steinberg suggested that information on issues such as sexual harassment periodically be reported to the County Board.
- d) *Selection of Dates for 2017 Audit Committee meetings:* The committee determined that its next meeting would be on April 3, 2017 at 5:30 PM. The question arose regarding meeting attendance via the use of technology, such as Skype or telephone. This is a matter that requires some legal assessment. Horton noted that he would follow up with Audit Committee members to select tentative meeting dates for the remainder of the meetings in 2017.

V. Adjournment

Co-Chair Jay Fisette adjourned the meeting at 6:48 PM.

Minutes submitted by: Chris Horton, County Auditor