

Arlington County Audit Committee

Meeting Minutes: March 29, 2016

2100 Clarendon Blvd., Room 311

5:00 pm – 7:00 pm

Attendees:

Audit Committee Members:

Jay Fiset, Board Vice Chair

John Vihstadt, Board Member

Mark Schwartz, County Manager

Mary Beth Chambers, Acting Director, Department of Management and Finance (DMF)

Tenley Peterson, Citizen Member

Hal Steinberg, Citizen Member

Nancy Tate, Citizen Member

County Staff:

Jessica Tucker, County Auditor

Maria Meredith, Deputy Director, DMF

Lynn Porfiri, Chief of Staff, County Manager's Office

Victor Hoskins, Director, Arlington Economic Development

Members of the Public:

Roger Morton, Arlington County Civic Federation

Meeting Summary:

Preliminary Audit Assignments

The Committee reviewed and discussed the list of 33 audit suggestions provided by the Advisory Commissions, the County Auditor, and the County Manager. The Committee members reached a consensus on the first assignments:

- Site Plan Conditions: Tracking, Monitoring, and Enforcement
- Jail Medical Services: January 2006 Recommendations Follow-up
- Emergency Medical Services (Ambulance) Fees: Contract Oversight and Revenue Management

It was agreed that the three preliminary audit assignments would be included in the County Auditor's draft Fiscal Year 2017 Audit Plan, which will be presented at the next Audit Committee meeting.

Online "Suggest an Audit" Form

The Committee reviewed and discussed the online "Suggest an Audit" form. The Committee reached a consensus on the following revisions:

- For both questions, replace "departments or programs" with "programs or services."
- For the first question, replace "audit" with "review."
- Add an optional location field (Zip Code) to the Contact Information section.
- Add a sentence that defines an "audit" within the context of the County Auditor's charge.

County Auditor Charge Addendum

The Committee reviewed and discussed the draft Addendum to the Board's Charge for the County Auditor. The Committee members agreed to add the following statement to the lead-in for the Addendum, "*With respect to carrying out regular duties or any engagement directed by the Audit Committee...*"

Next Audit Committee Meeting

- The next meeting was tentatively scheduled for July 11, 2016.
- The Committee will review the County Auditor's draft Fiscal Year 2017 Annual Audit Plan.