

Arlington County Audit Committee

Meeting Minutes: July 11, 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

Maria Meredith, 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

Kevin Doyle, Internal Audit, Department of Management and Finance (DMF)

Meeting Summary:

Approval of Minutes

The Committee voted 6-0-1 to approve the Draft minutes of the March 29, 2015 meeting as presented. Ms. Meredith abstained as she was not a member of the Committee at the last meeting.

County Auditor Recruitment Status

Mr. Fiset and Mr. Vihstadt reported that the County Board Auditor recruitment efforts will begin with the posting of the position on the 22nd of July. There will be vigorous outreach to a number of organizations and Mr. Steinberg suggested including CIGIE – the Council of Inspectors General on Integrity and Efficiency in the outreach and advertising for the position.

County Auditor Interim Audit Report

Ms. Tucker provided an interim status of the three audits that were initially assigned to her. While not complete, she provided expectations on next steps.

- Emergency Medical Services (Ambulance) Fees: Contract Oversight and Revenue Management - Draft report provided to management on July 6th and awaiting Management Response to findings.
- Site Plan Conditions: Tracking, Monitoring, and Enforcement – Recommendation to defer until the implementation of the new permitting system; Request that the Advisory Commissions develop a more complete list of “unfulfilled” community benefits.
- Jail Medical Services: January 2006 Recommendations Follow-up – The Sheriff has provided Ms. Tucker with an email documenting how many of the findings in the 2006 report were remediated. The Sheriff’s Office is continuing to work on providing a more complete update on the 2006 findings.

Discussion was held surrounding the development of more formal protocols and procedures for the County Board Audit function. It was suggested that RSM (consultant hired to assist with internal audit work) draft these protocols and procedures, including clarification of the roles of the Audit Committee, the Board and the County Manager.

Online “Suggest an Audit” Form

Ms. Tucker reported that links to the Submit an Audit website have been removed until a new Auditor is hired. There was discussion about modifying the auto-response to the County Auditor’s email address so that those emailing know that a response may be delayed until the hiring of a new Auditor.

Ms. Tucker also reviewed a summary of the 81 “Suggest an Audit” comments received. She incorporated many of these into her Draft Annual Audit Plan and Audit Horizon.

Draft Fiscal year 2017 Annual Audit Plan & Fiscal years 2018-2019 Audit Horizon

Ms. Tucker discussed her methodology for determining which audits were recommended and the timing of each. The Committee did not take action on the proposed audit plan at this meeting, sees this as a key function of the Audit Committee, and will discuss this further at the next meeting. There was acknowledgement that the new Board Auditor when hired will want to weigh in on the plan as well.

Ms. Tucker Resignation

The Audit Committee extended its thanks and appreciation to Ms. Tucker, who announced that she had tendered her resignation effective at close of business July 11 to accept a county government job in her home state of California.

Next Audit Committee Meeting

- The next meeting was tentatively scheduled for September 19th, 2016 from 4:30-6:30pm
- The agenda will tentatively include:
 - Approval of Minutes
 - Update on recruitment status
 - Further review of Ms. Tucker's draft Fiscal Year 2017 Annual Audit Plan.
 - Discussion on protocols, procedures and authority of the County Audit function
 - Update on Emergency Medical Service (Ambulance) Fees Management Response
 - Overview of the Risk Assessment and Work Plan for the Internal Audit Function
 - Overview of Internal Audit function, including an update on the Financial Fraud, Waste and Abuse Hotline