

December 5, 2017
BAC Meeting
Res. No. BAC 18-16

MOTION: Anderson

SECOND: Jenkins

RE: APPROVE MINUTES OF MEETING

ACTION:

WHEREAS, on October 17, 2017, the Prince William Board Audit Committee convened its regular meeting in the McCoart Administration Building, One County Complex Court, Prince William, Virginia; and

WHEREAS, the Prince William Board Audit Committee conducted business in accordance with a published agenda dated October 17, 2017; and

NOW, THEREFORE BE IT RESOLVED that the Prince William County Board Audit Committee does hereby approve the minutes of the October 17, 2017, meeting.

VOTES:

Ayes: Anderson, Jenkins

Nays: none

Absent from Vote: none

Absent from Meeting: Stewart, Caddigan

ATTEST Yvonne O. H. Ostalick 12/5/2017
Clerk to the Board Audit Committee



PRINCE WILLIAM COUNTY, VIRGINIA
BOARD AUDIT COMMITTEE
MINUTES OF MEETING

One County Complex Court
Prince William, Virginia 22192

HON. COREY A. STEWART, CHAIRMAN
HON. MAUREEN S. CADDIGAN
HON. JOHN D. JENKINS

ALTERNATES

HON. RUTH M. ANDERSON
HON. PETE K. CANDLAND
HON. JEANINE M. LAWSON
HON. MARTIN E. NOHE
HON. FRANK J. PRINCIPI

October 17, 2017

The Board Audit Committee was attended by the following:

Corey Stewart, Chairman, Regular Voting Member
Maureen Caddigan, Supervisor, Regular Voting Member
John Jenkins, Supervisor, Regular Voting Member
Ruth Anderson, Supervisor
Marty Nohe, Supervisor, arrived at 11:09 a.m.
Jeanine Lawson, Supervisor, arrived at 11:11 a.m.
Chris Martino, County Executive
Michelle Robl, County Attorney
Michelle Casciato, Deputy County Executive
Chris Price, Deputy County Executive
Michelle Attreed, Director of Finance
Deborah Wright, Library Director
Jean Ross, Library
Cathy Chang, Library
Andrew Spence, Library
Joslyn Jones, Library
Dianne Walker, Library
Courtney Tierney, DSS Director
Phyliss Jennings Holt, DSS
Tom Brown, Public Works Director
Matt Villareale, Public Works Deputy Director
Matt Brown, Chairman's Office
Lou Cannon, RSM Internal Auditor
Patrick Lynch, RSM Internal Auditor
Clara Ewing, RSM Internal Auditor

The Board Audit Committee (BAC) addressed the following items on the agenda:

1. Approval of Minutes

A. RES – Approve Minutes of September 5, 2017 BAC Meeting

The motion to approve the minutes of September 5, 2017, was moved by Mrs. Caddigan, seconded by Mr. Jenkins and approved unanimously. Copy of Resolution #BAC 18-11 attached.

2. Internal Audit Update by RSM

A. Provide status update on audits

An Equal Opportunity Employer

B. Status on hotline calls

Clara Ewing of RSM provided status update on audits and hotline calls; all calls were dispositioned as appropriate.

3. **County Executive Time**

A. Internal Audit RFP Update

Michelle Attreed provided an update of the Internal Audit Services RFP.

4. **County Attorney Time**

A. RES – Authorize – Closed Session to discuss two draft audit reports.

The motion to go into closed session to discuss two draft audit reports and one audit in process was moved by Mr. Jenkins, seconded by Mrs. Caddigan and approved unanimously. Copy of Resolution #BAC 18-12 attached.

5. **Items reported out of Closed Session (if any)**

A. RES – Certify – Closed Session

The Committee went into closed session at 11:15 a.m. and came out of closed session at 12:40 p.m. The resolution to certify closed session was moved by Ms. Caddigan, seconded by Mr. Jenkins and approved unanimously. Copy of Resolution #BAC 18-13 attached.

6. **Audit Committee Member Time**

RES – Recommend that the Board of County Supervisors accept Internal Audit Reports – Public Library System and Fleet Management. The motion was moved by Mr. Jenkins, seconded by Ms. Caddigan and approved unanimously. Copy of Resolution #BAC 18-14 attached.

7. **Adjournment**

A. RES – Adjourn Meeting

Having concluded all business on the agenda, the Board Audit Committee adjourned the meeting of October 17, 2017, at 12:48 p.m. The motion was moved by Mrs. Caddigan, seconded by Mr. Jenkins and approved unanimously. Copy of Resolution #BAC 18-15 attached.