

## **MINUTES**

### **Cuyahoga County Audit Committee**

**Friday, April 21, 2017, 10:00 AM – 12:00 PM**

**Cuyahoga County Administrative Headquarters**

**2079 East Ninth Street, Cleveland, OH 44115**

**4<sup>th</sup> Floor, 4-407 - Committee Room B.**

1. Call to Order – meeting of April 21, 2017  
The meeting was called to order at 10:00 AM
2. Roll Call  
*Attending:*  
Michael Abouserhal, Chairperson  
Armond Budish  
David Goodman  
Yvette Ittu  
Dennis Kennedy  
Michael King (alternate for Councilman Dan Brady)  
Gary Shamis
3. Public Comment – Related to Items on the Agenda  
There was no public comment related to items on the agenda.
4. Approval of Minutes – November 2, 2016  
There were no corrections to the minutes from the November 2, 2016 meeting. David Goodman motioned to approve, as written; Gary Shamis seconded. The minutes of the November 2, 2016 meeting was unanimously approved.  
  
Approval of Minutes - February 10, 2017  
There were no corrections to the minutes from the February 10, 2017 meeting. David Goodman motioned to approve, as written; Gary Shamis seconded. The minutes of the February 10, 2017 meeting was unanimously approved.
5. Executive Session  
An Executive Session was not required.  
  
Introductions of new Department of Internal Auditing staff members were made. In attendance was Rose Karam, Internal Audit Manager and Tinita Henderson, Staff Auditor.  
  
(Michael Abouserhal changed order to discuss Other Business – Treasurer's Office Follow-up Review Report first – as noted in 7a. below. Meeting progressed in order subsequent to item 7a starting with 6a).

6. Michael Abouserhal turned the Committee's attention to section 6(a) of the agenda.  
Old Business:
- a. Follow-up information from County on Benefits Presentation during 1<sup>st</sup> Quarter Meeting  
Holly Woods, Director of HR Benefits and Compensation, discussed the Regional Health Care Program and the financial impact to the County on the Regional Partners leaving the Program. Additionally, Ms. Woods discussed the results of the 2016 Dependent Eligibility Verification Audit.
  - b. Independent Peer Review Process Update  
Cory Swaisgood, Director of Internal Auditing, provided a brief update on his status to sit on a peer review team. He also noted that a peer review should be done every 3 years.
  - c. Confirm Independence of Audit Personnel  
Cory explained the necessity of the confirmation and stated that staff of the Department of Internal Auditing has signed the Auditor's Annual Independence Statement and confirmed that there are no conflicts of interest that hinders the staff with county work.  
  
Michael Abouserhal motioned to accept the Independence Statements; Yvette Ittu seconded. The motion was unanimously accepted.
  - d. Annual Review of Audit Committee Charter  
Cory discussed the Charter and reviewed the duties and responsibilities of the Committee. Yvette Ittu suggested the inclusion of a list of fees with other entities and audit fees. Dennis Kennedy, Fiscal Officer, raised a question to the Audit Committee regarding approval by the Audit Committee for other types of audit/consulting services performed by external audit firms. The Audit Committee discussed and decided the Charter only referred to the annual external audit of the County's financial statements.
  - e. Annual Review of Internal Audit Charter  
Information was presented with 6e above.
  - f. Update of Internal Audit Policies – proposing change to the Continuing Education Policy  
Cory recommended one change--that Data Analytics training be added as a CPE topic.  
  
Michael Abouserhal motioned to accept the changes proposed and to approve the Internal Audit Charter. Yvette Ittu seconded. The motion was unanimously accepted.

Michael Abouserhal turned the Committee's attention to section 7(a) of the agenda to start the meeting.

7. Other Business:

a. Treasurer's Office Follow-Up Review Report

Michael Abouserhal thanked the Treasurer, Chris Murray, for his work done thus far and acknowledged the Memorandum received from the Fiscal Officer, Dennis Kennedy. Cory presented comments and recommendations in reference to issues found. Chris Murray elaborated on the implementations and/or the recommendation of each issue. A follow up will be done and included in the 2018 audit plan to verify any new implementations.

Although no motion was made to approve the Treasurer's Office Follow-Up Review Report during the meeting, the Audit Committee approved the report to be released on April 5, 2017 prior to this meeting via email.

b. 2016 Risk Assessment Report and Revised 2016-2017 Audit Plan Report  
Cory gave a brief overview of both reports.

Michael Abouserhal motioned to approve the 2016 Risk Assessment Report and the Revised 2016-2017 Audit Plan Report; Yvette Ittu seconded. The motion was unanimously approved.

c. Request for Approvals:

i. Tinita M. Henderson as Staff Auditor

David Goodman motioned to approve; Yvette Ittu seconded. The motion was unanimously approved.

ii. Staff Auditor salary adjustments

David Goodman motioned to approve; Yvette Ittu seconded. The motion was unanimously approved.

iii. Audit w/p system invoice in the amount of \$9,702

Yvette Ittu motioned to approve; David Goodman seconded. The motion was unanimously approved.

d. Annual Update to Council

Further discussion is necessary to determine exactly what the Committee should be producing to satisfy the Audit Committee Charter. Michael King will speak with Trevor McAleer and the Council President for feedback.

e. Director Evaluation

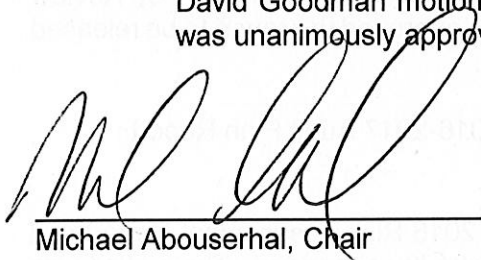
Michael Abouserhal will work with Cory to prepare an evaluation to be submitted to the Committee.

f. Update of Current Internal Audit Engagement – Benefits Plan

Cory presented an overview.

- g. Update of Current Internal Audit Engagement – Payroll  
Rose Karam, Internal Audit Manager, presented an update.
- h. Update of Current Internal Audit Engagement – Sheriff Office  
Cory presented an overview.
- 8. Public Comment – Unrelated to Agenda  
There was no further public comment on items unrelated to the agenda.
- 9. Next meeting – Friday, August 25, 2017, 10:00 AM-12:00 PM
- 10. Adjournment

David Goodman motioned to adjourn; Yvette Ittu seconded. The motion to adjourn was unanimously approved at 12:44 PM.



Michael Abouserhal, Chair

MA/bi