

Minneapolis Audit Committee Minutes

October 20, 2015

A regular meeting of the committee was convened at 9:35 a.m. on this date in Room 317, City Hall, a quorum being present.

Members Present: Minneapolis City Council Members Linea Palmisano (chair) and John Quincy; Minneapolis Park & Recreation Board representative Anita Tabb; Minneapolis Citizen Members Mark Oyaas and Scott Neal (Quorum 4)

Members Absent: Minneapolis City Council Member Alondra Cano

1. Adopt Agenda.

On motion by Tabb, carried on voice vote, the agenda was adopted.

2. Accept Minutes of the regular meeting of July 23, 2015.

On motion by Tabb, carried on voice vote, the agenda was adopted.

3. Complaint Protocol Consultation Memorandum

1. Receiving the Complaint Protocol Consultation Memorandum.

2. Directing staff to publish the report.

3. Referring the report to the City Council.

Staff presentation by Will Tetsell, Internal Auditor.

On motion by Tabb, carried on voice vote, the matter was received and filed with direction to staff to publish the report, and referred to the City Council.

4. Finance Internal Control Program Consultation Memorandum

1. Receiving the Finance Internal Control Program Consultation Memorandum.

2. Directing staff to publish the report.

3. Referring the report to the City Council.

Staff presentation by Will Tetsell, Internal Auditor.

On motion by Oyaas, carried on voice vote, the Internal Audit staff was directed to work with the Finance Department on recommendations contained in the Memorandum, with report back to the Audit Committee in early, 2016.

On motion by Oyaas, carried on voice vote, the matter was received and filed with direction to staff to publish the report, and referred to the City Council with the recommendation to refer the matter to the Committee of the Whole.

5. Records Management Audit Report

1. Receiving the Records Management Audit Report.

2. Directing staff to publish the report.

3. Referring the report to the City Council.

Staff presentation by Will Tetsell, Internal Auditor, and Christian Rummelhoff, Assistant City Clerk/Director of Records Management.

On motion by Palmisano, carried on voice vote, the Internal Audit staff was directed to work with the Records Management Division in conducting periodic record retention audits once the Clerk's Office determines that both they and other City departments have had a chance to establish a workable data inventory.

On motion by Tabb, carried on voice vote, the matter was received and filed with direction to staff to publish the report, and referred to the City Council with recommendation to refer the matter to the Committee of the Whole.

6. Internal Auditor performance review process

Chair Palmisano introduced the subject matter, citing the Audit Committee's role in conducting a review of the Internal Auditor's performance as per Chapter 17.90 of the Minneapolis Code of Ordinances.

On motion by Palmisano, carried on voice vote, the process for performance evaluation of the Internal Auditor whereby the Audit Committee shall consider input from both the typical City annual review processes as well as audit client surveys, with a brief performance evaluation endorsed by vote of the Audit Committee that shall become the official personnel record, was adopted.

7. Internal Auditor updates

Receiving update report of the Internal Audit Department's progress towards the 2015 Audit Plan, department projects, and staff direction.

Staff presentation by Will Tetsell, Internal Auditor. Kiril Vassiliev, senior auditor, was introduced.

On motion by Tabb, carried on voice vote, the matter was received and filed.

With no further business to transact, the meeting adjourned at 10:47 a.m.

Reported by Irene Kasper, Committee Coordinator