

Minneapolis Audit Committee Minutes

January 26, 2016

A regular meeting of the committee was convened at 9:36 a.m. on this date in Room 317, City Hall, a quorum being present.

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

1. Adopt Agenda.

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

2. Accept minutes of the regular meeting of October 20, 2015.

Staff Reports: [Draft Audit Minutes 20151020](#)

On motion by Palmisano, carried on voice vote, the minutes were accepted.

3. Records Management Audit Addendum Report

1. Receiving the Addendum to the Records Management Audit Report, which was published on Oct. 20, 2015.

2. Directing staff to publish the report.

3. Referring the Addendum Report to the City Council.

Staff Reports: [Link to Audit Cmte Agenda 20151020](#); [Records Management Audit Addendum Report RCA](#); [Records Management Audit Addendum Report](#)

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.

4. Human Resources Personnel File Maintenance and Retention Audit Report

1. Receiving the Human Resources Personnel File Maintenance and Retention Audit Report.

2. Directing staff to publish the report.

3. Referring the report to the City Council.

Staff Reports: [HR Personnel File Maintenance and Retention Audit Report RCA](#); [HR Personnel File Maintenance and Retention Audit Report](#)

Staff presentation by Will Tetsell, Internal Auditor.

The Chair afforded the courtesy of the floor to Bill Champa, with the Department of Human Resources, and Teresa Chaika, with the Minneapolis Park & Recreation Board.

Motion by Oyaas, carried on voice vote, the matter was received and filed with direction to staff to publish the report.

5. 2015 Internal Audit Department's Annual Report

Receiving the 2015 Internal Audit Department's Annual Report.

Staff Reports: 2015 IA Annual Report RCA; 2015 IA Annual Report

Staff presentation by Will Tetsell, Internal Auditor.

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

6. 2016 Annual Audit Plan

Receiving the Annual Audit Plan proposed for Fiscal Year 2016.

Staff Reports: 2016 Annual Audit Plan RCA; 2016 Annual Audit Plan

Staff presentation by Will Tetsell, Internal Auditor, and Tim Homstad, Manager with Backbone Consultants.

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

On motion by Palmisano, carried on voice vote, staff was directed to analyze the enterprise practices for employees that terminate employment with the City (i.e., what policies can be put in place given best practices research and process flow analysis; what are recommendations on methods to drive accountability), and to report back on this 2016 Work Plan update at next Audit Committee meeting.

7. Internal Auditor Updates

Receiving and filing report.

Staff Reports: IA Update 20160126 RCA; IA Update 20160126 PowerPoint Presentation (revised)

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

8. Adjourn to Room 321, City Hall, for the purpose of discussing the performance evaluation of the Internal Auditor.

On motion by Palmisano, carried by unanimous consent, the meeting was adjourned at 10:37 a.m. to Room 321, City Hall, to a closed session of the Audit Committee for the purpose of discussing the performance evaluation of the Internal Auditor.

An adjourned session of the regular meeting of the Audit Committee was convened at 10:42 a.m. on this date in Room 321, City Hall, a quorum being present.

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

Members Absent: Minneapolis City Council Member John Quincy

Assistant City Attorney Susan Trammell stated that as per the open meeting law, Minnesota Statutes Section 13D.05, subdivision 3(a) permits the closure of a meeting to conduct a performance review

when the subject of the performance review has not requested an open meeting. At the next regularly-scheduled meeting, the Audit Committee shall summarize its conclusions regarding the evaluation.

At 10:44 a.m., on motion by Palmisano, carried on voice vote, the meeting was closed as permitted by Minnesota Statutes Section 13D.05, subdivision 3(a), to evaluate the performance of Will Tetsell.

Members Present: Minneapolis City Council Members Linea Palmisano (chair), Alondra Cano; Minneapolis Park & Recreation Board representative Anita Tabb; Minneapolis Citizen Members Mark Oyaas and Scott Neal

Members Absent: Minneapolis City Council Member John Quincy

Also Present: Will Tetsell, Internal Auditor

The adjourned session of the Audit Committee meeting was tape recorded with the tape on file in the Office of the City Clerk.

The meeting was adjourned at 11:15 a.m.

Reported by Irene Kasper, Committee Coordinator