

Internal Audit Commission
Meeting Minutes
October 17, 2018
2:00 p.m.

Attending Members: Kyle J. Bergquist, Chairman, Internal Audit Commission
Bruce Rubenstein, Internal Audit Commission Member
Edmund M. See, Internal Audit Commission Member
Craig S. Trujillo, Chief Auditor and Secretary to the Internal Audit Commission

Guests: Lori Mizerak, Asst. Corporation Counsel

The meeting was held in the Internal Audit Conference Room #304 at 550 Main Street, Hartford, CT.

The topics of discussion, for the most part, followed the items on the agenda, which was prepared jointly by the Chief Auditor and the Internal Audit Commission (IAC) members and filed with the Town and City Clerk prior to the meeting. Items discussed were as follows:

1. The meeting was called to order by IAC Chairman Bergquist at 2:06 p.m.
2. K. Bergquist took roll call. The individuals in attendance are noted above.
3. The minutes from the September 2018 IAC meeting were deemed to represent the proceedings. IAC member See made a motion to accept the minutes, seconded by IAC member Bergquist and unanimously approved.
4. The Internal Audit Department (IAD) Activity Report for the combined months of September 2018 was noted. No issues were noted by the IAC.
5. C. Trujillo informed the IAC that HPS put a request into Corporation Counsel's office to see if they have to release IAD's request for HPS healthcare employee and dependent data due to HIPAA concerns. A response from Corporation Counsel has not yet been received. L. Mizerak acknowledged that Howard Rifkin has the request for an opinion, but has not yet prepared it for the HPS Risk Manager. C. Trujillo noted those dependents that were dropped voluntarily need to be researched thoroughly to see how much in claims were paid in prior years that may be recouped. To date, HPS has not been cooperating with the audit requests and have no action plan as to what action needs to be taken with the employees noted who may have committed insurance fraud. C. Trujillo noted he has a meeting next week with the Superintendent and hopes to have a resolution soon.
6. There was a review and discussion of audit reports issued since the September 2018 IAC meeting.
 - a. City of Hartford Procurement Card Program Usage Audit Report 1904 – C. Trujillo noted P-Card usage is way down and there are so many controls in place to mitigate improper spending. IAC chairman Bergquist questioned the high limits of some individuals and C. Trujillo noted that these limits were appropriate based on the nature of the transactions these cardholders make.

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- b. Hartford Parking Authority On-Street Parking Meter Revenue Audit Report 1905 – C. Trujillo noted the audit went rather smoothly. IAC member See inquired about the contract with Republic and C. Trujillo noted that the contract may have been extended through 2022.
7. C. Trujillo noted the following audits are in-process and close to completion: Hartford Police Department Grants Administration; Treasurer’s Office Custody of Funds. C. Trujillo expects these reports to be discussed at our next meeting. In addition, IAD is working on the following: Department of Public Works Waste, Recycling and Tipping Fees; City of Hartford Revenue Management; and HPS Healthcare Dependent Eligibility Follow-Up.
8. C. Trujillo informed the IAC that an investigation is still ongoing in regards to a DPW employee who allegedly provided unworked overtime hours to staff. C. Trujillo noted that past practice allowed DPW employees could leave early with a full day’s pay if they finished their trash routes early. C. Trujillo noted that the DPW Supervisors can no longer make time adjustments to their employees’ time cards within TimeForce as a result of this investigation.
9. C. Trujillo noted he was in Boston earlier this month and obtained 12 CPE’s and the staff had a two-day training (16 CPE’s each) over in Farmington.
10. IAC member Rubenstein inquired about asking the newly appointed Interim COO to attend future IAC meetings and C. Trujillo agreed to extend the invitation. C. Trujillo informed the IAC that a new Development Services Director was hired and that a new DPW Director is close to being hired.
11. It was noted that the next IAC meeting was scheduled for November 21, 2018 at 2:00 p.m. in the IAD conference room # 304. IAC member See informed that we may need to move the meeting to an earlier date and will get back to the rest of the IAC as to when is best for his schedule. The meeting was then adjourned at 3:15 p.m. after a motion made by IAC member Rubenstein, seconded by IAC member See and being unanimously approved.

Respectfully submitted by Craig S. Trujillo – Chief Auditor, City of Hartford