

**Internal Audit Commission
Meeting Minutes
December 19, 2018
2:00 p.m.**

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

Absent Members: Bruce Rubenstein, Internal Audit Commission Member

Guests: Len Besthoff, NBC Chief Investigative Reporter
Joe Caruso, Deputy Chief Auditor
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 November 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 month of November 2018 was noted. No issues were noted by the IAC.
5. J. Caruso informed the IAC that no audit reports were issued since the prior IAC meeting; however, four audits are in the reporting stage and are expected to be issued and ready for discussion at the January 2019 IAC meeting.
6. J. Caruso noted the following audits are in-process and close to completion: Department of Public Works Waste, Recycling and Tipping Fees; City of Hartford Revenue Management; Hartford Public Library Employee Pension Contributions; City of Hartford Employee Pension Contributions; and HPS Healthcare Dependent Eligibility Follow-Up. J. Caruso expects these reports to be discussed at our next meeting. In addition, IAD is starting on the HPS Employee Pension Contributions audit.
7. C. Trujillo informed the IAC the investigation pertaining to a DPW employee who allegedly provided unworked hours to staff is still being investigated with the HR Department Head due to a delay in obtaining additional data from the TimeForce system.

**Internal Audit Commission
Meeting Minutes
December 19, 2018
2:00 p.m.**

8. J. Caruso noted all staff is well on pace to obtain the minimum necessary CPE's as required by the State of CT, the Institute of Internal Auditors and the AICPA.
9. J. Caruso noted that claim information for the HPS Healthcare Dependent Eligibility Follow-Up has been received from Anthem and CVS Caremark. Per our review, we noted one individual was omitted by the HPS Risk Manager and refused to provide the name of the healthcare member and her ineligible dependent. J. Caruso performed alternative procedures and was able to obtain the name of the dependent. J. Caruso provide this information to Anthem and is awaiting the claim history for 12 years. K. Bergquist then informed the IAC that his one-year term as IAC Chairman is up and discussion for next year's term will be discussed at the January 2019 IAC meeting. T. See then informed the IAC that we may need to change the February 2019 meeting date as he has a conflict. J. Caruso noted that this item will be added to the January 2019 IAC agenda for further discussion.
10. It was noted that the next IAC meeting is scheduled for January 16, 2019 at 2:00 p.m. in the IAD conference room # 304. The meeting was adjourned at 2:39 p.m. after a motion made by IAC Chairman Bergquist, seconded by IAC member See and approved.

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