



CITY OF HARTFORD

INTERNAL AUDIT DEPARTMENT

550 Main Street
Hartford, Connecticut 06103

Internal Audit Commission

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CRAIG S. TRUJILLO
Chief Auditor

February 1, 2019
Internal Audit Commission
January 2019 Activity Report

Audit Plan for Fiscal Year Ending June 30, 2019

- We are on plan as of January 31, 2019

Special Projects and Reviews

- Issues with DPW Supervisor adding hours not worked to DPW employees TimeForce hours worked. HR is quantifying data and working with the HMEA union on next steps.

Employee Development

- C. Trujillo, J. Caruso & D. Barberi completed all the required MHIS Cyber Security training modules.

Exit Conferences

- City of Hartford Department of Human Resources Employee Pension Contribution Accounts and Operations
- City of Hartford Department of Public Works Waste, Recycling and Tipping Fee Accounts and Operations
- Hartford Public Schools Office of Finance Healthcare Dependent Eligibility Follow-up Audit
- City of Hartford Department of Management, Budget & Grants Revenue Management Accounts and Operations

Meetings and General Information

- J. Caruso met with L. Arroyo, Director of Health & Human Services (HHS), to discuss prior HHS audit reports and follow-up on outstanding audit recommendations.
- J. Caruso met with A. Rios, Executive Director of Internal Investigations & Security for Hartford Public Schools, to discuss variances in healthcare amounts received from Anthem during our audit.
- J. Caruso & D. Barberi met with M. Looney, Deputy Director of DPW, V. Mathews, DPW Superintendent, & A. Blake, Sanitation Inspector, to discuss the sanitation citation and fine process.

- J. Caruso met with L.A. Ralls, Finance Director, and K. Campagna, Controller, to discuss prior Finance Department audit reports and follow-up on outstanding audit recommendations.
- J. Caruso & D. Sinclair met with N. Raich, Tax Collector, and K. Campagna, Controller, to discuss prior Tax Office reports relating to Real Property collections and follow-up on our audit recommendations.
- J. Caruso & D. Barberi met with M. Colman, Director of Finance of Hartford Public Schools, to discuss the procurement process.
- C. Trujillo met with C. Chery, Director of Human Resources, to discuss City Healthcare Eligibility audit.
- C. Trujillo & J. Caruso met with HPD to discuss HPS insurance issues.
- C. Trujillo participated in IIAG Board meeting.
- C. Trujillo met with J. Philip, City Assessor, to discuss military tax discounts.
- C. Trujillo, met with R. Pokorski, Benefits Administrator, to discuss preliminary third-party healthcare eligibility audit results.

Fieldwork Completed – Reports in Progress

- City of Hartford Department of Management, Budget & Grants Revenue Management Accounts and Operations

Audits and Projects in Progress

- Hartford Public Schools Office of Talent Management Employee Pension Contribution Accounts and Operations
- Hartford Public Schools Procurement Accounts and Operations
- City of Hartford Health and Human Services Dial-a-Ride Operations

Reports, Memorandums and Other Documents Issued

- Internal Audit Department Activity Report: December 2018
- Internal Audit Commission Meeting Agenda: January 2019
- Internal Audit Commission Meeting Minutes: January 2019
- Audit Recommendations Memorandum Update: January 2019
- City of Hartford Department of Human Resources Employee Pension Contribution Accounts and Operations Audit Report 1909
- City of Hartford Department of Public Works Waste, Recycling and Tipping Fee Accounts and Operations Audit Report 1910
- Hartford Public Schools Office of Finance Healthcare Dependent Eligibility Follow-up Audit Report 1911

copy: City Council Members

L. Bronin, Mayor

T. Montanez, Interim Chief Operating Officer & Chief of Staff