



# CITY OF HARTFORD

## INTERNAL AUDIT DEPARTMENT

550 Main Street  
Hartford, Connecticut 06103

Telephone: (860) 757-9952  
Cell: (860) 422-3600  
[www.hartford.gov](http://www.hartford.gov)

**CRAIG S. TRUJILLO**  
Chief Auditor

**Internal Audit Commission**

December 5, 2019  
Internal Audit Commission  
November 2019 Activity Report

### Audit Plan for Fiscal Year Ending June 30, 2020

- We are on plan as of November 30, 2019

### Special Projects and Reviews

- None noted

### Employee Development

- None noted

### Exit Conferences

- City of Hartford Human Resources Employee and Retiree Healthcare Contributions Accounts and Operations

### Meetings and General Information

- J. Caruso met with L.A. Ralls to discuss audit recommendation follow-up
- J. Caruso discussed the status of the new audit workpaper software with Refinitiv
- J. Caruso and C. Trujillo met with A. Lombardi, Corporation Counsel, to discuss status of payment demand letters pertaining to healthcare fraud audit
- J. Caruso and C. Trujillo met with A. Lombardi, Corporation Counsel, to discuss Greater Hartford Pro Am collection efforts on past due promissory note
- J. Caruso followed up with R. Pokorski, City HR and N. Banks, HPS OTM to discuss collection efforts status on repayment of healthcare fraud claims by employees noted during our audit
- J. Caruso informed C. Bazzano that HPS should refer the remaining amounts owed by Greater Hartford Pro Am to Corporation Counsel as requested by the Internal Audit Commission

### Fieldwork Completed – Reports in Progress

- Health & Human Services Revenue and Medicaid Reimbursement Accounts and Operations

### Audits in Progress

- Hartford Public Schools Payroll Accounts and Operations
- MHIS Telecommunications – Landline Management & Expense Operations
- Hartford Public Schools Office of Talent Management Employee and Retiree Healthcare Contributions

### Reports, Memorandums and Other Documents Issued

- Internal Audit Department Activity Report: October 2019
- Internal Audit Commission Meeting Agenda: November 2019
- Internal Audit Commission Meeting Minutes: November 2019
- Department of Management, Budget & Grants: Grants Administration Accounts and Operations Audit Report 2005
- City of Hartford Human Resources Employee and Retiree Healthcare Contributions Accounts and Operations Audit Report 2006

copy: City Council Members

L. Bronin, Mayor

A. Cloud, Treasurer

T. Montanez, Chief of Staff to the Mayor & Acting Chief Operating Officer