



# CITY OF HARTFORD

## INTERNAL AUDIT DEPARTMENT

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**CRAIG S. TRUJILLO**  
Chief Auditor

Internal Audit Commission

January 3, 2020  
Internal Audit Commission  
December 2019 Activity Report

### Employee Development

- J. Caruso, D. Sinclair, J. Johnson and D. Barberi worked with the new AutoAudit software test practice database to become familiar with the new software's capabilities and assist in formulating questions for our impending training

### Exit Conferences

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

### Meetings and General Information

- C. Trujillo met with the City Assessor to discuss revenue enhancement through the Motor Vehicle registration project
- J. Caruso submitted a revised purchase order to Refinitiv for the new audit workpaper software
- J. Caruso spoke with S. Lerew, Refinitiv Project Manager, and submitted a ticket to receive the audit workpaper software to be downloaded by MHIS onto our computers
- J. Caruso met with W. Veselka, DPW Director, to discuss outstanding audit recommendations
- J. Caruso met with C. Bazzano, Facilities Director, to discuss outstanding audit recommendations
- J. Caruso met with L. Mizerak, Corporation Counsel, to discuss the status of the payment demand letters pertaining to the Hartford Public Schools healthcare dependent eligibility audit
- J. Caruso met with R. Pokorski, Benefits Administrator, to get an update on Cigna's subrogation efforts in recouping claims paid to ineligible dependents pertaining to the City of Hartford healthcare dependent eligibility audit
- J. Caruso worked with M. Morales, MHIS Technician, to install AutoAudit software on Internal Audit staff's PCs.

### Fieldwork Completed – Reports in Progress

- MHIS Telecommunications – Landline Management & Expense Operations

- Hartford Public Schools Office of Talent Management Employee and Retiree Healthcare Contributions

#### Audits in Progress

- Hartford Public Schools Payroll Accounts and Operations
- Corporation Counsel Settlement Expense, Attorney's Fees and Revenue Accounts and Operations
- Department of Public Works Fleet Management Operations
- Department of Development Services Housing Loan Administration Accounts and Operations

#### Reports, Memorandums and Other Documents Issued

- Internal Audit Department Activity Report: November 2019
- Internal Audit Commission Meeting Agenda: December 2019
- Internal Audit Commission Meeting Minutes: December 2019
- Health & Human Services Revenue and Medicaid Reimbursement Accounts and Operations Audit Report 2007