

**Bowling Green Audit Committee**  
***Regular Meeting***  
**July 10, 2017**

The Bowling Green Audit Committee convened in a regular meeting at 3:30 p.m. on July 10, 2017 in the Conference Room at Neighborhood and Community Services. The meeting was called to order by Past Vice Chairman Tony Witty. Members of the Committee present were: Audit Professionals Brian Dinning and Jeffrey Stein, General Business members Vivian Grise and Tony Witty and City Commissioner Joe Denning. Absent: Ex-Officio member City Manager Kevin DeFebbo. Also present were Assistant City Manager Katie Schaller-Ward, Internal Auditor Deborah Jenkins and Assistant City Clerk Ashley Jackson. There was a full quorum of the board present.

**Approval of Minutes.**

Past Vice Chairman Witty announced that the first item of business was to approve the minutes of the April 24, 2017 special meeting, which was mailed with the agenda to the members for their review prior to the meeting. Motion was made by Mr. Stein and seconded by Mr. Denning, to accept the minutes as written. The minutes were approved as written by unanimous vote.

Introductions were made by all in attendance, as there were two new members and Ms. Schaller-Ward was in attendance in the absence of Mr. DeFebbo.

**FY2018 Chair and Vice-Chair nominations.**

Ms. Jenkins reviewed the Audit Committee Charter related to terms of appointment and explained who was eligible for the positions.

Motion was made by Mr. Stein and seconded by Mr. Denning to nominate Mr. Witty to serve as Chair for Fiscal Year 2018. All ayes, motion carried.

Motion was made by Mr. Denning and seconded by Mr. Dinning to nominate Mr. Stein to serve as Vice Chair for Fiscal Year 2018. All ayes, motion carried.

**Presentation and approval of the FY2017/2018 Audit Plan.**

Ms. Jenkins reported on the FY2017/2018 Audit Plan. She explained that she met with Department Heads and discussed risk factors within the departments. The upcoming audits that Ms. Jenkins has scheduled are as follows: 1.) Timeclock audit, 2.) BOLT implementation review and IT Department assisting with funding, 3.) Building and Inspection Revenue audit, 4.) Fitness Division audit and 5.) Communications Division audit. She further plans to continue unannounced cash counts, administering the Employee Ethics Hotline, as well as special requests and advisory needs from management.

Chairman Witty asked if there had been any further discussion related to hiring a second staff person for auditing and it was confirmed by Ms. Jenkins that no such plans have been made.

Motion was made by Mr. Dinning and seconded by Mr. Denning to approve the FY2017/2018 Annual Audit Plan as written. All ayes, motion carried.


**The next quarterly meeting to be rescheduled to October 9, 2017.**

Chairman Witty announced the next regular scheduled meeting date and time.

**Adjournment.**

There being no other business to be conducted, at 4:05 p.m. Chairman Witty declared the meeting adjourned.

October 9, 2017  
Date Approved

  
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Tony Witty, Chairman

  
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Ashley Jackson, Assistant City Clerk