



PRINCE WILLIAM COUNTY, VIRGINIA  
**BOARD AUDIT COMMITTEE**  
**MINUTES OF MEETING**

One County Complex Court  
Prince William, Virginia 22192

HON. COREY A. STEWART, CHAIRMAN  
HON. MAUREEN S. CADDIGAN  
HON. JOHN D. JENKINS  
*ALTERNATES*  
HON. RUTH M. ANDERSON  
HON. PETE K. CANDLAND  
HON. JEANINE M. LAWSON  
HON. MARTIN E. NOHE  
HON. FRANK J. PRINCIPI

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**May 9, 2017**

The Board Audit Committee was attended by the following:

Maureen Caddigan, Supervisor, Regular Voting Member  
John Jenkins, Supervisor, Regular Voting Member  
Ruth Anderson, Supervisor, Alternate Voting Member, (Alternate for Chairman Stewart who was absent from the meeting)  
Jeanine Lawson, Supervisor, Alternate  
Chris Martino, County Executive  
Elijah Johnson, Deputy County Executive  
Michelle Casciato, Deputy County Executive  
Michelle Robl, County Attorney  
Michelle Attreed, Director of Finance  
Tim Leclerc, Deputy Finance Director  
Clara Ewing, RSM Internal Auditor  
Jennifer Murtha, RSM Internal Auditor  
Matt Blondell, RSM Internal Auditor  
Patrick Lynch, RSM Internal Auditor  
Lou Cannon, RSM Internal Auditor  
Mike Yeatts, PWC/Manassas Convention & Visitors Bureau  
Jason Grant, Communications Director  
Ann Marie Maher, PWC/Manassas Convention & Visitors Bureau  
Rob Mancini, Chief Information Officer, DoIT  
Matt Brown, Chairman Stewart's Office  
Hugh Wade, Development Services Director

The Board Audit Committee addressed the following items on the agenda:

**1. Approval of Minutes**

A. RES – Approve Minutes of January 19, 2017 BAC Meeting

The motion to approve the minutes of January 19, 2017, was moved by Mr. Jenkins, seconded by Mrs. Anderson and approved unanimously. Copy of Resolution #BAC 17-20 attached.

**2. Internal Audit Update by RSM**

A. Provide status update on ongoing audits

B. Status on hotline calls

*An Equal Opportunity Employer*

Clara Ewing of RSM provided status update on ongoing audits and hotline calls. This includes but is not limited to; The Food Stamp & Medicaid Program from December 2016, March 2017 Request for contact regarding a sewage line, April 2017 Fleet Management Division concerns, April 2017 BOCS Newsletter inquiry, all calls were dispositioned as appropriate.

**3. County Executive Time**

A. Audits by Outside Agencies

Michelle Attreed provided an update on all active audits. No significant findings in any audits.

**4. County Attorney Time**

A. RES – Authorize – Closed Session to discuss one draft item.

The motion to go into closed session to discuss three draft audit reports and one special investigation was moved by Mr. Jenkins, seconded by Mrs. Anderson and approved unanimously. Copy of Resolution #BAC 17-22 attached.

**5. Items reported out of Closed Session (if any)**

A. RES – Certify – Closed Session

The Committee went into closed session at 11:33 a.m. and came out of closed session at 1:08 p.m. The resolution to certify closed session was moved by Mr. Jenkins, seconded by Mrs. Anderson and approved unanimously. Copy of Resolution #BAC 17-23 attached.

**6. Audit Committee Member Time**

RES – Recommend that the Board of County Supervisors accept internal audit reports – Department of Development Services: Building Development Division, and the Convention and Visitors Bureau. Copy of Resolution #BAC 17-21 attached.

**7. Adjournment**

A. RES – Adjourn Meeting

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Having concluded all business on the agenda, the Board Audit Committee adjourned the meeting of May 9, 2017, at 1:22 p.m. The motion was moved by Mr. Jenkins, seconded by Mrs. Caddigan and approved unanimously. Copy of Resolution #BAC 17-24 attached.