

Minneapolis Audit Committee Minutes

July 19, 2016

A regular meeting of the committee was convened at 9:40 a.m. on this date in Room 317, City Hall, a quorum being present.

Members Present: Minneapolis City Council Members Linea Palmisano (chair) and John Quincy; Minneapolis Park & Recreation Board representative Anita Tabb; Minneapolis Citizen Members Scott Neal and David Fisher (Quorum 4)

Members Absent: City Council Member Alondra Cano

1. Adopt Agenda.

On motion by Neal, carried on voice vote, the agenda was amended, as adopted to move item 6 and "Announcements" to follow item 3.

2. Accept Minutes of the regular meeting of May 24, 2016.

Staff Reports: [Draft Audit Minutes of May 24, 2016](#)

On motion by Neal, carried on voice vote, the minutes were accepted.

3. 2015 State of Minnesota/Office of State Auditor Management and Compliance Reports:

1. Receiving the 2015 State of Minnesota/Office of State Auditor Management and Compliance Report for the City of Minneapolis.

2. Receiving the 2015 State of Minnesota/Office of State Auditor Management and Compliance Report for Minneapolis Park & Recreation Board.

Staff Reports: [State Auditor Management and Compliance Report RCA](#); [Link to Office of State Auditor's Report for the City of Minneapolis](#); [Link to Office of State Auditor's Report for the Minneapolis Park & Recreation Board](#)

Staff presentation by Stephanie Erickson, Office of the State Auditor. Also reviewed briefly was the compliance report results for the Management and Compliance Report for the Municipal Building Commission.

On motion by Neal, carried by voice vote, the Internal Auditor was directed to follow up on the network and termination access concern, and on what kind of coordination will be needed to fully remediate the situation for future years.

On motion by Tabb, carried by voice vote, the matter was received and filed.

4. Department of Community Planning & Economic Development (CPED) Loan Lifecycle Management Audit Report:

1. Receiving the CPED Loan Lifecycle Management Audit Report.

2. Directing staff to publish the report.

3. Referring the report to the City Council.

4. Referring the report to the Mayor for consideration in the upcoming budget cycle.

Staff Reports: [CPED Loan Lifecycle RCA](#); [CPED Loan Lifecycle Report](#)

Staff report by Will Tetsell, Internal Auditor.

The Chair afforded the courtesy of the floor to Craig Taylor, Executive Director of the Department of Community Planning & Economic Development (CPED), and Henry Reimer, Operations Director of CPED.

On motion by Neal, carried by voice vote, the matter was received and filed with direction to staff to publish the report; referred to the City Council; and referred to the Mayor for consideration in the upcoming budget cycle.

5. IT Program and Project Management Office Review Memo:

1. Receiving the IT Program and Project Management Office Review Memo.
2. Directing staff to publish the report.
3. Referring the report to the City Council.

Staff Reports: [IT Program and Project Management Office RCA](#); [IT Program and Project Management Office Report](#)

Staff report by Will Tetsell, Internal Auditor, and Nikhil D'Souza, with Backbone Consultants.

The Chair afforded the courtesy of the floor to Otto Doll, Chief Information Officer for the City.

On motion by Tabb, carried on voice vote, the matter was received and filed with recommendation with direction to staff to publish the report, and referred to the City Council.

6. Internal Auditor Updates:

Receiving and filing report.

Staff Reports: [IA Update July 19, 2016 RCA](#); [IA Update Report](#)

Staff report by Will Tetsell, Internal Auditor.

On motion by Neal, carried on voice vote, the matter was received and filed.

Chair Palmisano announced 1) that a TMO update will be received at the next meeting; and 2) notice of intent has been given to introduce amendments to consider clean-up efforts and administrative changes to the audit ordinance, which will be referred to staff of the City Attorney's Office for drafting specific language from the Committee of the Whole's meeting of July 20, 2016.

On motion by Palmisano, carried by unanimous consent, the meeting was adjourned at 10:55 a.m. to Room 315, City Hall, to a closed session of the Audit Committee for the purpose of receiving the PeopleSoft Web Portal Security Audit Report.

Staff Reports: [PeopleSoft Web Portal Security Audit RCA](#)

An adjourned session of the regular meeting of the Audit Committee was convened at 11:00 a.m. on this date in Room 315, City Hall, a quorum being present.

Members Present: Minneapolis City Council Members Linea Palmisano (chair) and John Quincy; Minneapolis Park & Recreation Board representative Anita Tabb; Minneapolis Citizen Members Scott Neal and David Fisher

Members Absent: City Council Member Alondra Cano

Deputy City Attorney Erik Nilsson stated that the meeting may be closed for the purpose of receiving a security briefing.

On motion by Tabb, carried on voice vote, at 11:02 a.m., the meeting was closed as permitted by Minnesota Statutes Section 13D.05, subdivision 3(a), to receive the PeopleSoft Web Portal Security Audit Report.

Members Present: Minneapolis City Council Members Linea Palmisano (chair) and John Quincy; Minneapolis Park & Recreation Board representative Anita Tabb; Minneapolis Citizen Members Scott Neal and David Fisher

Members Absent: City Council Member Alondra Cano

Also Present: Will Tetsell, Internal Auditor; Nikhil D'Souza, Backbone Consultants; Otto Doll, Chief Information Officer; Erik Nilsson, Deputy City Attorney; and Irene Kasper, City Clerk's Office.

Staff presentation by Will Tetsell, Internal Auditor, and Nikhill D'Souza, with Backbone Consultants.

On motion by Tabb, carried on voice vote, at 12:02 p.m., the meeting was opened.

On motion by Palmisano, carried on voice vote, the report was referred to the City Council, with the recommendation to direct the City Coordinator to 1) help coordinate the follow-up on termination procedures of the City enterprise; and 2) work on web portal considerations mindful of the following departments: IT, Human Resources, and Finance/Payroll.

The adjourned session of the Audit Committee meeting was tape recorded with the tape on file in the Office of the City Clerk.

The meeting was adjourned at 12:03 p.m.

Reported by Irene Kasper, Committee Coordinator