

**METROPOLITAN NASHVILLE
METROPOLITAN AUDIT COMMITTEE MEETING AGENDA
November 17, 2016 4:00 p.m.**

**Committee Room 2
205 Metropolitan Courthouse**

- I. Call Meeting to Order (Bob Brannon - Committee Chairman)
- II. Approval of Minutes for September 13, 2016, Meeting. (Bob Brannon – Committee Chairman)
- III. New Business
 - Notification of the Audit of Information Technology Services – Email Services audit report issued September 23, 2016. (Mark Swann – Metropolitan Auditor)
 - Discussion of the Audit of Fairgrounds Nashville audit report issued November 1, 2016. (Seth Hatfield – Senior Internal Auditor)
 - Discussion of the Audit of the Metropolitan Nashville Government's Debt Management Process audit report issued November 2, 2016. (Mark Swann – Metropolitan Auditor)
 - Notification of the Audit of Follow-Up on the Audit of Metropolitan Nashville Radio Communication Division audit report issued November 10, 2016. (Mark Swann – Metropolitan Auditor)
 - Discussion on request from the Office of the Property Assessor to amend the 2016 Internal Audit Work Plan to include an audit of the operations of the Office of the Property Assessor. (Mark Swann – Metropolitan Auditor)
 - Discussion on request from the Department of Finance to amend the 2016 Internal Audit Work Plan to include a full audit of the Human Relations Commission Purchasing Activity. (Mark Swann – Metropolitan Auditor)
- IV. Unfinished Business
 - Follow-up on Metropolitan Auditor's performance measures. (Mark Swann – Metropolitan Auditor)
 - Follow-up on FY 2015 Comprehensive Annual Financial Report. (Bob Brannon – Committee Chairman)
 - Follow-up on FY 2015 Single Audit and Management Letter. (Bob Brannon – Committee Chairman)
 - Update on internal audit legislation. (John Cooper - Council Member)
- V. Internal Audit Project Status. (Mark Swann – Metropolitan Auditor)
- VI. Fraud Waste and Abuse Hotline and Investigation Update. (Mark Swann – Metropolitan Auditor)
 - Summary of Fraud, Waste, and Abuse Hotline Solicitation
- VII. Other Administrative Matters. (Mark Swann – Metropolitan Auditor)

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- Nashville Chapter Tennessee Society of CPAs Committee Member Appointment
- Office of Internal Audit Staffing
- FY 2017 Budget Status

VIII. Consideration of Items for Future Meetings. (Bob Brannon - Committee Chairman)

IX. Adjournment of Public Meeting – Next Meeting Tuesday, December 13, 2016.

X. Executive session agenda. (Bob Brannon - Committee Chairman)

- Discussion with the external auditors, Crosslin & Associates, P.C. of the ongoing audits of the FY 2016 Financial Audit, Single Audit, and Management Letter for the Metropolitan Nashville Government of Nashville and Davidson County.

Note: Upon a majority vote of committee members in attendance for the public portion of the meeting, the Metropolitan Nashville Audit Committee may hold confidential, nonpublic executive sessions to discuss the following items (T.C.A. § 9-3-405¹):

1. Items deemed not subject to public inspection under T.C.A. §§ 10-7-503² and 10-7-504³ and all other matters designated as confidential or privileged under this code;
2. Current or pending litigation and pending legal controversies;
3. Pending or ongoing audits or audit related investigations;
4. Information protected by federal law; and
5. Matters involving information under T.C.A. § 9-3-406⁴ where the informant has requested anonymity.



To request an accommodation, please contact Mark Swann at (615)862-6158.

¹ T.C.A. § 9-3-405(d). Establishment of audit committee, Notice requirements, Open meetings, Confidential, nonpublic executive session.

² T.C.A. § 10-7-503. Records open to public inspection, Schedule of reasonable charges, Costs.

³ T.C.A. § 10-7-504. Confidential records.

⁴ T.C.A. § 9-3-406. Establishment of process for confidential reporting of suspected illegal, improper, wasteful or fraudulent activity, Retaliatory activities prohibited.