

**METROPOLITAN NASHVILLE**  
**METROPOLITAN AUDIT COMMITTEE MEETING AGENDA**  
**February 12, 2019 4:00 p.m.**

**Committee Room 2**  
**205 Metropolitan Courthouse**

- I. Call Meeting to Order (Brackney Reed - Committee Chairman)
- II. Approval of Minutes for December 11, 2018, meeting (Brackney Reed – Committee Chairman)
- III. Fraud Waste and Abuse Hotline and Investigation Update (Mark Swann – Metropolitan Auditor)
  - Fraud, waste, and abuse hotline activity services update
    - Revised Investigation Report Collier Engineering issued January 24, 2019. (Mark Swann – Metropolitan Auditor)
    - Metropolitan Nashville Public Schools Procurement Matters Investigation Report issued February 7, 2019. (Mark Swann – Metropolitan Auditor)
- IV. New Business
  - Discussion on request received from Council Member Vercher for an audit of certain architecture and/or engineering firms which conduct significant levels of business with the Metropolitan Nashville Government. (Mark Swann – Metropolitan Auditor)
  - Discussion on draft Memorandum of Understanding between the Metropolitan Nashville Board of Public Education and the Metropolitan Nashville Audit Committee. (Mark Swann – Metropolitan Auditor)
  - Discussion on the audit of General Sessions Traffic Court issued January 28, 2019. (KraftCPA)
  - Discussion on the audit of the Follow Up for ITS Radio Communications issued January 24, 2019. (Nan Wen-Auditor)
  - Discussion on the audit of the Audit of Parks and Recreation Wave Country Operations issued December 28, 2018. (Seth Hatfield-Senior Auditor)
  - Discussion on the audit of the Follow Up for Short Term Rental Permitting Process issued January 4, 2019. (Ted Ciuba-Auditor)
  - Discussion on the audit of the Register of Deeds issued January 24, 2019. (Nan Wen-Auditor)
  - Discussion on the audit of the Hotel Occupancy Taxes July 2016 through January 2019 issued February 1, 2019. (Mark Swann – Metropolitan Auditor)
  - Discussion of the Office of Internal Audit Recommended 2018 Annual Work Plan (Mark Swann – Metropolitan Auditor)

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- V. Internal Audit Project Status (Mark Swann – Metropolitan Auditor)
  - On-going projects
  - Recommendation implementation follow-up status
  
- VI. Other Administrative Matters (Mark Swann – Metropolitan Auditor)
  - FY2019 budget status / FY2020 Recommended Budget
  - Office of Internal Audit 2018 Performance Report and Metropolitan Nashville Audit Committee Annual Report to the Metropolitan Nashville Council
  
- VII. Consideration of Items for Future Meetings (Brackney Reed - Committee Chairman)
  
- VIII. Adjournment of Public Meeting – Next Meeting Tuesday, April 9, 2019.
  
- IX. Call for a motion to enter executive session (Brackney Reed - Committee Chairman)
  
- X. Executive Session Agenda – (Brackney Reed - Committee Chairman)
  - Discussion of pending or ongoing audits or investigations. (Mark Swann – Metropolitan Auditor)

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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. § 9-3-405<sup>1</sup>):

- Items deemed not subject to public inspection under T.C.A. §§ 10-7-503<sup>2</sup> and 10-7-504<sup>3</sup> and all other matters designated as confidential or privileged under this code;
- Current or pending litigation and pending legal controversies;
- Pending or ongoing audits or audit related investigations;
- Information protected by federal law; and
- Matters involving information under T.C.A. § 9-3-406<sup>4</sup> where the informant has requested anonymity.



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

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

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

<sup>3</sup> T.C.A. § 10-7-504. Confidential records.

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