

**METROPOLITAN NASHVILLE**  
**METROPOLITAN AUDIT COMMITTEE MEETING AGENDA**  
**March 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 February 12, 2019 meeting (Brackney Reed – Committee Chairman)
- III. Unfinished Business
  - Discussion on the audit of the Register of Deeds issued January 24, 2019. (Mark Swann – Metropolitan Auditor)
  - Metropolitan Nashville Government Chief Compliance Officer update on Collier Engineering review/audit activity. (Judge Patricia Cottrell – Chief Compliance Officer)
  - 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 for audits to consider in the 2019 Annual Internal Audit Work Plan:
    - Council Member Tanaka Vercher for an audit of certain architecture and/or engineering firms which conduct significant levels of business with the Metropolitan Nashville Government. Discussion on potential audit objectives / agreed-upon procedures.
    - Council Member Anthony Davis for an audit of sidewalk construction costs and procurement measures to ensure high employee standards for contractors.
    - Council Member Sheri Weiner for an audit of the Metropolitan Nashville Public Works contracting processes.
    - Fire Chief William Swann for audits of Nashville Fire Department’s information technology processes and of the Fire Marshal’s Office.
    - Metropolitan Clerk Elizabeth Waites for an audit of lobbyist reporting.
  - Discussion and approval of the Office of Internal Audit Recommended 2019 Annual Work Plan (Mark Swann – Metropolitan Auditor)
- V. Internal Audit Project Status (Mark Swann – Metropolitan Auditor)
  - On-going projects
  - Recommendation implementation follow-up status

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- 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)

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.