



**CUYAHOGA COUNTY
AUDIT COMMITTEE**

MINUTES

Wednesday, September 10, 2014

Members Present: Ken Surratt (representing the County Executive)
C. Ellen Connally
Michael Abouserhal
Mark A. Parks, Jr., Chair

Guests: Joe Boatwright Trevor McAleer
Valerie J. Harry Mike King
Cory Swaisgood Kim Seeley
Bonnie Inniss

- I. A meeting of the Audit Committee, held at the Cuyahoga County Administrative Headquarters, 2079 E. Ninth Street, Cleveland, Ohio, was called to order at 09:05 AM.
- II. A motion to approve the minutes of the meeting held April 11, 2014 was made by Ms. Connally and seconded by Mr. Surratt. The minutes were approved unanimously as presented.
- III. Mr. Parks asked for public comment related to items on the agenda. No comments were made.
- IV. Mr. Abouserhal was welcomed and introduced. Kim Seeley, staff auditor of the Internal Audit Department, was introduced by Ms. Harry. Mr. Seeley will be involved in a countywide risk assessment, which entails the development of a risk assessment questionnaire.
- V. Other Business:
 - a. Ms. Harry stated the anticipated growth of the Internal Audit Department, noting that she would like to see a total of 16 employees, recognizing that a staff of that size could contract out their audit services to other political subdivisions within the County. Currently the Department is staffed with three staff auditors including her. It was noted that a pool of candidates currently exist.

On a motion made by Ms. Connally and seconded by Mr. King, the Committee approved the hiring of two staff auditors from the most recent interviewed candidates.

- b. Ms. Harry reminded the Committee that the County's Travel Policy has not yet been revised. Mr. Surratt will continue the work to complete the Policy. Ms. Harry will send him the Internal Audit Department's Travel Policy to use as a template.

VI. Mr. Parks asked for any public comments. No comments were made.

VII. An Executive Session to discuss personnel matters was called to order at 10:05 AM. The following Audit Committee Members were in attendance:

Ken Surratt (representing the County Executive)
C. Ellen Connally
Michael Abouserhal
Mark A. Parks, Jr., Chair

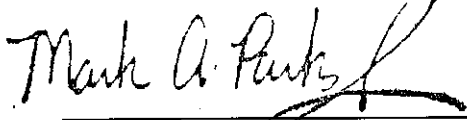
The meeting was adjourned at 10:20 AM. The regular meeting resumed at that time.

VIII. Request for Approvals:

- a. On a motion made by Ms. Connally and seconded by Mr. Surratt, it was unanimously agreed that Valerie Harry, the Director of the Internal Audit Department, receive a two percent (2%) salary increase, retroactive to January 1, 2014.
- b. On a motion made by Mr. Abouserhal and seconded by Ms. Connally, it was unanimously agreed that staff auditors, Jeremy Hejnal and Cory Swaisgood will receive the Cost of Living Allowance (COLA) increase and the performance bonus consistent with non-bargaining County employees, retroactive to January 1, 2014.

IX. The next Audit Committee meeting will be held on October 15, 2014 at 9:00 AM.

X. The meeting was adjourned at approximately 10:30 AM.

A handwritten signature in black ink, appearing to read "Mark A. Parks, Jr.", written over a horizontal line.

Mark A. Parks, Jr., Chair