

**Bowling Green Audit Committee**  
*Regular Meeting*  
**January 9, 2017**

The Bowling Green Audit Committee convened in a regular meeting at 3:30 p.m. on January 9, 2017 in the Conference Room at Neighborhood and Community Services. Members of the Committee present were: Audit Professionals Cristi Pruitt and Jeffrey Stein, General Business member Tony Witty, City Commissioner Joe Denning and Ex-Officio member City Manager Kevin DeFebbo. Absent: General Business member Scott Gary. Also present were Parks and Recreation Director Brent Belcher, Internal Auditor Deborah Jenkins and Assistant City Clerk Ashley Jackson. There was a quorum of the board present.

Vice Chair Tony Witty presided and called the meeting to order in the absence of Chair Scott Gary.

**Approval of Minutes.**

Vice Chair Witty announced that the first item of business was to approve the minutes of the November 7, 2016 special meeting, which was mailed with the agenda to the members for their review prior to the meeting. Motion was made by Ms. Pruitt and seconded by Mr. Stein to accept the minutes as written. The minutes were approved as written by unanimous vote.

**Presentation of the Cemetery Administration Audit.**

Ms. Jenkins provided some background information about the cemeteries the City maintains, which includes Cemetery #1 and Cemetery #2, as well as burial services for two privately owned cemeteries that are adjacent to Cemetery #1, St. Joseph Cemetery and Mount Moriah Cemetery. She said she gained a lot of knowledge from this audit and during her research it was noticed that municipal cemeteries do things in a variety of ways. Ms. Jenkins reported that she visited two comparable municipal cemeteries, one in Princeton, Kentucky and the other in Evansville, Indiana, and both cemeteries use the Pontem Cemetery software, with one utilizing the GIS mapping feature that would be beneficial to the City of Bowling Green.

There were eight (8) recommendations provided by internal audit and included: 1) Manual processes should be evaluated while focusing on streamlining processes, removing duplication and utilizing the City's software systems for reporting and to improve processes; 2) Management should review the agreement with the BG-WC Welfare Center and Warren County to determine if pricing should change or what steps should be taken when Fairview Cemetery runs out of pauper burial graves; 3) Cemetery basic mapping is a feature that the City included in the cemetery management software purchased in 2002; however no maps have been imported into the software. Management needs to review the basic mapping feature and consider upgrading and utilizing GIS mapping upgrade; 4) Management should review the contract payment process, consider updating the contract to a standard interest rate verses the current processing fees, transition to a more standardized term or payment per grave on contract, utilize technology to track contracts and create segregation of duties including reviews within the process; 5) Management should provide adequate monitoring and oversight to Cemetery Administration operations including creating standardized written operating procedures. Management should also evaluate current inefficient processes and management reporting structure to increase effectiveness and efficiency within the Cemetery; 6) Mount Moriah agreement should be revised to reflect actual operations and staff should work to collect the remaining records that were not provided by the Mount Moriah Cemetery Association when the agreement was executed; 7) Cemetery administration should move billing for St. Joseph burials to miscellaneous billing within

our Finance Department and re-evaluate the pricing in conjunction with evaluation of City cemetery pricing, and 8) Management should re-evaluate the two (2) part-time positions to ensure that they are categorized appropriately for the hours worked.

Management agreed to incorporate and/or attempt all the recommendations into Calendar Year 2017 and/or Fiscal Year 2018 budget process, as well as institute a plan for the pauper burials and streamline the chain of command to one administrator. The Cemetery Administrative Manager retired effective January 1, 2017 and Mr. Belcher confirmed this was an opportunity to make some constructive modifications to the division.

Mr. Denning made a suggestion for recommendation #6 related to Mount Moriah Cemetery. He would like to see the City research and determine who was buried in Mount Moriah and do what is legally necessary for the City to take ownership since the City already maintains the grounds and handles the burials, not Mount Moriah Cemetery Association. Ms. Jenkins reiterated the difficulty for obtaining any records related to this cemetery since the association is no longer active.

Mr. DeFebbo remarked that the Cemetery staff has been the same for years and Brent is aware of the need to make technological, personnel and structural changes in the Cemetery Division.

**Presentation of the 2016 Annual Audit Report.**

An Annual Report prepared by Ms. Jenkins was discussed and briefly summarized. The report provided the Internal Auditor's activity summary for 2016. She confirmed completion of the Fleet Mechanic Efficiency Audit and the Cemetery Operations Audit, and was working on the Park Maintenance Operations Audit follow-up and plans to begin a TimeClock Audit in mid-January. Furthermore, she reported her yearly audit activity summary. The indirect audit time included holiday, vacation, sick time, personal time, employee appreciation, training, administration and Fraud Awareness presentations, for a total of 27%. Ms. Jenkins mentioned the performance measure for the Internal Auditor within the budget process is to have a minimum of 70% spent on direct audit hours and in 2016 her goal was met for the first time at a total of 73%. Direct hours includes unannounced cash counts, audit follow-up, Audit Committee/External Audits, Employee Ethics Hotline, advisory services, Risk Assessment/Audit Plan and special requests.

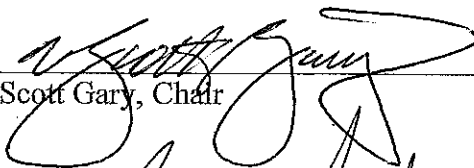
**The next quarterly meeting to be rescheduled to April 10, 2017.**

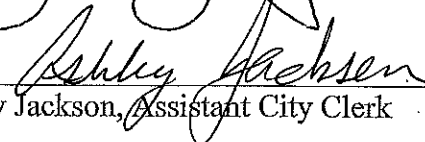
Ms. Jenkins announced the next regular scheduled meeting date and time.

**Adjournment.**

There being no other business to be conducted, at 5:00 p.m. Vice Chair Witty declared the meeting adjourned.

April 24, 2017  
Date Approved

  
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Scott Gary, Chair

  
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Ashley Jackson, Assistant City Clerk