

**Bowling Green Audit Committee**  
***Regular Meeting***  
**January 13, 2020**

The Bowling Green Audit Committee convened in a regular meeting at 3:30 p.m. on January 13, 2020 in the Conference Room at Neighborhood and Community Services. The meeting was called to order by Chairman Jeffrey Stein. Members of the Committee present were: Audit Professionals Jeffrey Stein and Brian Dinning, General Business members Vivian Grise and John Ward, City Commissioner Joe Denning and Ex-Officio member City Manager Jeff Meisel. Absent: none. Also present were City Internal Auditor Deborah Jenkins and City Clerk Ashley Jackson. There was a full quorum present.

**Approval of Minutes.**

Chairman Stein announced the first item of business was to approve the minutes of the October 29, 2019 special meeting, which was mailed with the agenda to the members for their review prior to the meeting. Motion was made by Mr. Dinning and seconded by Mr. Denning to accept the minutes as written. The minutes were approved as written by unanimous vote.

**Presentation of Animal Control Audit.**

City Internal Auditor Deborah Jenkins reviewed the objectives of the Animal Control Audit which included dispatch efficiency, accuracy of written citations and collections, and citizen information of animal control ordinances and contact information. She provided some additional background information and her findings from the audit. The recommendations were to utilize technology available to transition from paper citations, add required language in Chapter 2 (Administration) of the City of Bowling Green Code of Ordinances, and make the citation process easier for Animal Control Officers to issue. The improvements should also improve the staff's ability to track persistent offenders, provide reporting capabilities and create a process for repeat offense citations. Additionally, she recommended the webpage be reviewed and updated to clearly state how to contact animal control, as well as other vital information.

**Presentation of the Employee Security Camera Access review.**

Ms. Jenkins reported she reviewed employee access to security cameras as many employees have viewing rights to building entrances and lobby areas. After an analysis of the access information provided by the Chief Information Officer, the following updates were recommended: formalize the approval process using a standardized method versus the various requesting methods currently used and IT should create an approval form, and secondly, general employees should have Level 4 access which was camera access without playback capabilities. As for most managers, they should have access to Level 3 which allows for monitoring and playback, Level 2 should be restricted to specific positions who would need higher-level capabilities, and Level 1 should be restricted to appropriate Information Technology Department staff. There was some discussion about the ability to log and audit employee access and Ms. Jenkins confirmed the system did not have those capabilities, and there was some concern expressed by some Committee members to be able to view what employees are accessing.

**Discussion of recent "The Audit Perspective" monthly highlights.**

Ms. Jenkins reviewed and provided copies of the monthly Audit Perspectives for October, November and December which were provided to all City employees.

(Minutes-Bowling Green Audit Committee - January 13, 2020)

**Update on Senior Office Associate Career Path Program.**

In a previous audit, Ms. Jenkins had recommended the Senior Office Associate Career Path Program be updated and she reported the Board of Commissioners recently approved an amendment to the Career Path Program for Senior Officer Associate.

**Presentation of the 2019 Annual Audit Report.**

An Annual Report prepared by Ms. Jenkins was discussed and briefly summarized. The repmi provided the Internal Auditor's activity summary for 2019. She confirmed the major audits completed in Calendar Year 2019 were the License Division Operations Follow-up Audit, Fleet Technician Efficiency Follow-up Audit, Parks Various Spmi Contracts Follow-up Audit, Legal Department Collection Services Audit and Animal Control Audit. In addition, Ms. Jenkins repolied there were ten (10) Ethics Hotline cases in 2019 and a total of foliy-seven (47) cases since it was implemented in 2013. She also mentioned she had 70% of total direct hours and 30% of indirect hours, and she reviewed the activity summary for 2019 which included special requests and advisory services, administration and training.

**Next Meeting.**

Ms. Jenkins announced the next meeting will be on April 13, 2020 at 3:30 p.m.

**Adjournment.**

There being no other business to be conducted, at 4:30 p.m. Chairman Stein declared the meeting adjourned.

7-14-20  
Date Approved

Brian H. Dunning  
Chair  
Ashley Jackson  
Ashley Jackson, City Clerk

*Minutes prepared by City Clerk Ashley Jackson*