

**AGENDA SUMMARY PAGE**  
**AUDIT OVERSIGHT COMMITTEE MEETING OF: JULY 6, 2006**

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**SUBJECT:**  
**CALL TO ORDER**

Minutes:

Chairman Kern called the meeting to order at 10:05 a.m.

**ATTENDANCE:**

Present: Chairman Michael Kern  
Councilman Larry Brown  
Councilman Lawrence Weekly (arrived at 10:10 a.m.)  
Member Jose Troncoso  
Member Paul Workman (arrived at 10:12 a.m.)  
Orlando Sanchez, Deputy City Manager  
John Redlein, Chief Deputy City Attorney  
Radford Snelding, City Auditor  
Bryan Smith, Sr. Internal Auditor  
Bill Cimo, Sr. Information Technology Auditor  
Gary Philips, Internal Auditor II  
Bonnie Mocek, Internal Auditor II  
Nancy Beaty, Internal Auditor II  
Phillip Marmurowski, Internal Auditor I  
Barbara Jo Ronemus, City Clerk  
Stacey Campbell, Administrative Secretary, City Clerk's Office

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**SUBJECT:**

**ANNOUNCEMENT RE: COMPLIANCE WITH OPEN MEETING LAW**

Minutes:

City Clerk Barbara Jo Ronemus announced that the requirements of the Open Meeting Law had been met.

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**AUDIT OVERSIGHT COMMITTEE MEETING OF: JULY 6, 2006**

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**SUBJECT:**

Approval of the Final Minutes by reference of the Audit Committee Meeting of January 20, 2006.

**BACKUP DOCUMENTATION:**

None.

**MOTION:**

**BROWN - Motion to approve – TRONCOSO seconded the motion – UNANIMOUS with WEEKLY and WORKMAN excused**

**MINUTES:**

Chairman Michael Kern announced that Members Weekly and Workman would be a few minutes late.

(10:05 – 10:06)

**1-10**

**AGENDA SUMMARY PAGE**  
**AUDIT OVERSIGHT COMMITTEE MEETING OF: JULY 6, 2006**

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**SUBJECT:**

Discussion and possible action on the FY 2006-2007 Annual Audit Plan

**BACKUP DOCUMENTATION:**

Submitted After Meeting: Audit Plan

**MOTION:**

**KERN - Motion to accept the Annual Audit Plan – BROWN seconded the motion – UNANIMOUS with WEEKLY and WORKMAN excused**

**MINUTES:**

Chairman Kern indicated the proposed Audit Plan was in the backup packets.

(10:06 – 10:08)

**1-18**

**AGENDA SUMMARY PAGE**  
**AUDIT OVERSIGHT COMMITTEE MEETING OF: JULY 6, 2006**

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**SUBJECT:**

Discussion and possible action on items requested by city management not included on the Annual Audit Plan

**BACKUP DOCUMENTATION:**

None

**MOTION:**

**BROWN – Motion to authorize the additional work – TRONCOSO seconded the motion – UNANIMOUS with WORKMAN excused**

**MINUTES:**

Mr. Snelding explained that if work is done in excess of 40 hours for any particular job, the additional work has to come before the committee for approval either in the Annual Audit Plan or as an individual agenda item. However, there are two exceptions to that rule. The first is when the City Auditor receives direction from the City Council during a Council meeting. The other major exception relates to issues involving fraud investigations.

The Building and Safety Department has requested that the City Auditor's Office review the policies and procedures associated with the cash handling aspect of the plan review process. Mr. Snelding estimated no more than 150 hours would be dedicated to this issue and requested approval. This request was not included in the annual audit plan because it was not a routine cyclical audit as the items in the Audit Plan are. Mr. Snelding indicated he would prefer that special requests of this type would be better addressed individually by the committee members.

Chairman Kern noted that in the past, e-mails were sent requesting approval of certain audits. Mr. Snelding responded that in those particular cases, they were of a very immediate nature and required immediate attention. The e-mails were a way of communicating quickly with the Chairman to ask for immediate approval conditional upon assurances the item would be brought forward at the next oversight meeting for the entire committee to review. If in doing that, the Chairman would have had concerns, a separate meeting would have been scheduled. Mr. Snelding stated that by allowing the option of contacting the Chairman directly, there would be an opportunity to make any adjustments time wise. The immediate issue with the Building and Safety Department Request was not critical and therefore did not need an approval e-mail sent prior to this normally scheduled meeting.

(10:08 – 10:10)

**AGENDA SUMMARY PAGE**  
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**SUBJECT:**

General Report by the City Auditor

**BACKUP DOCUMENTATION:**

Submitted After Meeting: Four PowerPoint Slides

**MOTION:**

**Report given. No action required.**

**MINUTES:**

Mr. Snelding was happy to introduce a new employee in the City Auditor's Department, Mr. Phillip Marmurowski. Mr. Marmurowski has a great deal of performance audit experience and comes to the City from the Community College of Southern Nevada. The members welcomed Mr. Marmurowski.

A summary of current audits was given by Mr. Snelding as follows: Credit Card Receipting Audit is in the reporting phase and is headed up by Bill Cimo. The SafeKey Cash Controls Audit is in the fieldwork phase and Bryan Smith is in charge of that audit. Nancy Beaty is in charge of the Fire & Rescue, Fire Prevention/Investigation audit, which is currently on hold. Ms. Beaty is also handling the Financial Services, Grant Fiscal Administration Audit, which is in the fieldwork phase. The Building and Safety Plans and Fee Waivers Audit is also in the fieldwork stage and Mr. Cimo is assigned to that audit. The Neighborhood Services Housing Rehab Audit is in the reporting stage, being processed by Ms. Beaty. Mr. Cimo is also heading up the Credit Card Receipt and Processing Status audits, both of which are in the fieldwork stage. Mr. Marmurowski is handling the Retaliation Complaint Audit and that is currently in the reporting stage. Mr. Phillips is working the ICR Activity Report for June 30, 2006 and it is in the reporting stage. The Annual Follow-up Report is in the reporting stage and is being handled by Ms. Mocek. And, Mr. Smith is assigned the Purchasing P-Card and Metropolitan Police audits, both of which are on hold at this time.

Mr. Snelding also reported that there are five investigations in process, six control reviews have been completed and the associated memos have been issued and ten pilot cash counts are in the reporting stage. Additionally, the project of reviewing policies and procedures related to supply and scrape inventory for the Fire & Rescue Department has been completed and a memo has been issued which summarizes the observations and recommendations of the audit staff.

Mr. Snelding stated that Ms. Mocek is working on the Annual Follow-up, which had a deadline of June 30th for completion notifications from all departments. Staff is reviewing those completion reports to determine if the recommendations have been completed. An Annual Follow-up report should be issued the first of next month and a briefing should take place at an upcoming City Council meeting in October.

AUDIT OVERSIGHT COMMITTEE MEETING OF JULY 6, 2006  
Item 6 – General Report by City Auditor

**MINUTES – Continued:**

Vice-Chairman Brown suggested putting on the record the reason why three audits were placed on hold. Mr. Snelding explained that the Fire Prevention Investigation is on hold due to some recent changes in the organization and to allow time for those changes to take affect. Due to manpower, the Purchasing P-card audit was placed on hold temporarily but will be one of the first ones to be readdressed.

Vice-Chairman Brown asked for further clarification of the June 30<sup>th</sup> deadline relating to the Annual Follow-up report. Mr. Snelding explained that the departments were asked to notify the Auditor's Office and supply evidence regarding completing the recommendations they may have had. The end date for the report was June 30<sup>th</sup> and the report should be available in August. Any declaration from the departments, along with supporting documentation, was requested. Staff will do interviews and field work to ensure that the departments are in compliance; the estimated timeframe for this should be two to three weeks. There is no grace period. If the department did not declare the recommendation was complete on June 30, the item will roll over into the next year. The report should be presented at the first City Council meeting in September.

Mr. Snelding also confirmed for Vice-Chairman Brown that the departments are aware that Council will have the opportunity to discuss the details of the report and question if a recommendation was not completed. The Councilman confirmed with Chairman Kern that he would be willing to attend the City Council meeting to give the City Council a perspective on the Oversight Committee and its function.

Councilman Weekly also suggested that prior to the September Council meeting, briefings are set up with individual Council members. This will allow for the Council to be informed and could possibly avoid a lengthy report during the Council meeting. Mr. Snelding concurred.

Chairman Kern requested an additional column be added on the report reflecting "Date of Completion", as well as obtaining a list of those who did and did not respond by June 30<sup>th</sup> or as soon as possible. He was concerned that any department could begin to submit after June 30<sup>th</sup> believing they now have an additional two or three weeks. Should this happen, he felt a serious problem could arise if some departments become lax in meeting deadlines and completing their recommendations.

(10:10 – 10:21)

**1-139**

**AGENDA SUMMARY PAGE**  
**AUDIT OVERSIGHT COMMITTEE MEETING OF: JULY 6, 2006**

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**SUBJECT:**

Discussion and possible action on an Actuarial Study of one of the City's self-insurance funds from 2002-2003 Annual Audit Recommendation Follow-up CAO 2600-0304-05

**BACKUP DOCUMENTATION:**

Actuarial Valuation of Outstanding Benefit Costs Heart Disease, Lung Disease, and Hepatitis Claims as of June 30, 2004

**MOTION:**

**WORKMAN – Motion to abey for three weeks to a time that is convenient for the committee and that allows proper noticing of this particular matter – BROWN seconded the motion – UNANIMOUS**

**MINUTES:**

Mr. Snelding gave a brief history of this item. At the January 20, 2006 Audit Committee Meeting, Vice-Chairman Brown asked that this item be abeyed to afford the absent members of the Committee an opportunity to review the study and have any questions or concerns addressed. Insurance Services Manager, Vicki Robison, was present to give an update on the report and answer questions.

Vicki Robinson, Manager Insurance Services, indicated that the actuarial study was the result of an audit recommendation that an actuarial study be done of workers compensation claims. This could not be done at that time because the computer system was not in the appropriate electronic format that was needed. As a result, manual data was provided on the benefits that had been provided under heart/lung because they constituted the majority of the City's liability under this program. Currently, a new computer system has been installed and information has been provided on the other 5,950 claims.

Vice-Chairman Brown voiced his concern relative to the potential damage or vulnerability this may present to the City, as the numbers on the report were intimidating. He had personally requested the previous abeyance so Chairman Kern could review the study and raise any issues he may identify on behalf of the City.

Chairman Kern had not reviewed the report in its entirety but requested the opportunity to do so. He clarified that there have been concerns, which were addressed in previous hearings, with respect to some actuarial studies completed in the past. The Chairman had concerns relating to the commitment of the Information Technologies (IT) Department with respect to some programs not operating properly and/or not functioning in a way that data can be used for a study, resulting in data being supplied manually. This can be a problem as mistakes can be made when matters are dealt with on a manual basis. He asked about an abeyance on this item and the possibility of a special hearing as soon as possible with the proper notification as a public hearing.

AUDIT OVERSIGHT COMMITTEE MEETING OF JULY 6, 2006

Item 7 – Discussion and possible action on an Actuarial Study of one of the City's self-insurance funds from 2002-2003 Annual Audit Recommendation Follow-up CAO 2600-0304-05

**MINUTES – Continued:**

Attorney Redlein confirmed that any item on the agenda could be held in abeyance. In addition, there is no limit as to the number of meetings that can be held by the Committee.

(10:21 – 10:27)

**1-470**

**AGENDA SUMMARY PAGE**  
**AUDIT OVERSIGHT COMMITTEE MEETING OF: JULY 6, 2006**

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**SUBJECT:**

Discussion and possible action on AA-0506-04 – Audit Alert The Animal Foundation Financial Reporting

**BACKUP DOCUMENTATION:**

1. Audit Alert The Animal Foundation Financial Reporting Report No. CAO AA-0506-04
2. Submitted After Meeting: Two PowerPoint Presentation Slides

**MOTION:**

**TRONCOSO - Motion to accept the report – BROWN seconded the motion – UNANIMOUS**

**MINUTES:**

Mr. Snelding explained that the City Auditor's Office became aware that certain financial reports required by an agreement between the City of Las Vegas and the Animal Foundation were not being submitted to the City. As a result of work performed, it was determined that The Animal Foundation was not in compliance with the terms of the agreement related to filing of financial reports. It was also determined that although the controls at the City related to financial reports filed by The Animal Foundation and follow-up were not specifically documented, the controls were adequate to alert Detention and Enforcement Management of the deficiency. At the time of field work four of twelve monthly financial reports for 2005 had not yet been filed. January through March were filed on July 14, 2005. April through August were filed on February 13, 2006. Mr. Snelding noted one recommendation was that Detention and Enforcement management should contact The Animal Foundation and obtain all required reports and this has been done subsequent to the release of the report.

Another recommendation was for Detention and Enforcement Management to require all future reports be timely filed and to date, subsequent to the release of the report, this has been done. Detention and Enforcement Management and the City Manager's Office should also review the Animal Foundations failure to meet this requirement with the City Attorney's Office to determine appropriate action. Mr. Snelding did say that subsequent to the release of this report, the suggested meeting has taken place and amended contract negotiations are in process.

Chairman Kern stated his concern was for delinquency and accuracy of financial statements on a monthly basis and questioned what assurances there were that the numbers and financial statements that were compiled are accurate. He wondered if Detention and Enforcement, who has received the report, was satisfied with the monthly reports or if they were still incomplete. Mr. Snelding responded that he had spoken directly with the representative of Detention and Enforcement who actually received the reports and reviewed them. An analytical review is done and the financial report is compared to the performance report. The representative was comfortable with the results of the reports. There were no variances but if there were, he would

AUDIT OVERSIGHT COMMITTEE MEETING OF JULY 6, 2006

Item 8 – Discussion and possible action on AA-0506-04 – Audit Alert The Animal Foundation Financial Reporting

**MINUTES – Continued:**

contact the Animal Foundation directly to try and resolve those issues. Animal Foundation had not been behind on the performance data but had been behind on the financial data.

Chairman Kern added that impropriety takes place when financial statements are late. Then there is a concern for defalcations, especially when there is a not a consistent pattern of financial statements being produced. Mr. Snelding indicated that an audit was previously done a few years ago and one of the recommendations dealt with timely filing and they had been timely up until the time when the Animal Foundation took on the contract with the County and North Las Vegas. Additionally, limited staffing also affected the filing deadlines.

Diane Orgill, President, Animal Foundation, Executive Director of Lied Animal Shelter, apologized for the late submittals. Overall, the increased paperwork from the contracts with the County, the need for an accountant, delayed construction deadlines and the timeframe to get the computer network set up in the trailer all contributed to the delay in submitting the information on time. Fortunately, a CPA is now on board who handles the accounting aspect, and a private audit is conducted every year. She invited the committee to review those audits at any time.

Ms. Orgill explained the goal is to stay current, as they have done in the past couple of months and she confirmed that Lourdes Peters is the CPA and has been on board for the past three years. Past problems have been eliminated due to additional staffing and the installation of the computer system. She confirmed for Member Workman that the statement ending in June is due on the 20th of July and they have been on time since then.

Deputy Chief Shattler, Detention and Enforcement, addressed Member Troncoso's question of the department being satisfied with the Animal Foundation's paperwork. Mr. Shattler indicated he had spoken with Roger Van Oordt, who is in charge of Animal Control and he was satisfied with the timeliness of the reports as well as the content and accuracy.

(10:27 – 10:37)

**1-653**

**AGENDA SUMMARY PAGE**  
**AUDIT OVERSIGHT COMMITTEE MEETING OF: JULY 6, 2006**

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**SUBJECT:**

Discussion and possible action on CAO 2900-0506-05 – Internal Control Review Activity Report December 31, 2005

**BACKUP DOCUMENTATION:**

1. Internal Control Review Activity Report No. CAO 2900-0506-05 December 31, 2005
2. Submitted After Meeting: Five PowerPoint Presentation Slides

**MOTION:**

**WORKMAN - Motion to accept the Internal Control Review Activity Report No. CAO 2900-0506-03 – BROWN seconded the motion – UNANIMOUS**

**MINUTES:**

Mr. Phillips briefed the Committee on the latest Internal Control Review (ICR) Activity Report, dated December 31, 2005. This report included five previously released ICR's issued in the six months ending December 31<sup>st</sup>. Mr. Phillips explained there were 19 recommendations issued to three departments, Leisure Services, Field Operations and Finance & Business Services. He referenced a PowerPoint presentation which summarized the ICR's that were issued. Mr. Phillips also stated that management of the three departments did agree with Audit staff on all 19 recommendations and all of the recommendations will be tracked in the follow-up database.

Regarding the item on P-Cards, Chairman Kern questioned how the hold would affect the findings of the ICR report. He also asked if other departments are having P-card issues such as those at Stupak. Mr. Snelding replied that Mr. Phillips is handling issues relating specifically to thefts. It is possible that the problems are systemic. The P-Card audit will take several staff members, as there is a lot of territory to cover and it is a high priority.

Chairman Kern asked if there was a way to notify the other departments of the issues, so they can begin to address problems before that department might be included in the audit. Mr. Snelding stated that the process of internal control reviews is being changed. When such a review is done, the information is given to a department and an immediate response is not required. In the past, the department was not required to give their final response until the information was included in an activity report. Audit staff now request an immediate response be given, as these problems can be costly and need to be resolved quickly. The department should be able to implement any recommendation made. The Chairman would like to avoid prolonged periods of time before someone evaluates particular departments. Mr. Phillips explained that the P-Card issues are forwarded to Niki Gomoluh, the P-Card administrator in Purchasing and Contracts. She would have the opportunity to move toward this direction through the training and notification to other P-Card holders.

AUDIT OVERSIGHT COMMITTEE MEETING OF JULY 6, 2006

Item 9 – Discussion and possible action on CAO 2900-0506-05 – Internal Control Review Activity Report December 31, 2005

**MINUTES – Continued:**

Councilman Weekly suggested having Mr. Snelding make a presentation at the Director's meeting with the City Manager. At that time, Mr. Snelding could alert the Directors to any trends or red flag issues. This approach would give an awareness of what is happening and allow for preventative measures to take place. Chairman Kern thought that would be a great approach.

Vice-Chairman Brown agreed with Mr. Snelding that the P-Card issues are systemic; and the cash handling issues were as well. He felt that in addition to the actual monies lost through theft or abuse, additional damage was done every time an event relating to employee theft or abuse of City funds was brought to the media's attention. He stressed that this issue is a high priority and he wanted to see it presented at the September Council meeting.

Relative to Safe Key and summer camps, Councilman Weekly inquired as to whether or not there were any problems with credit card abuse. Mr. Snelding responded that there was one past issue related to identity theft; however, the department involved had inadvertently supplied credit card information that should not have been divulged. Bill Cimo is now working on credit card issues, relative to security of transactions.

Prior to the September presentation, Vice-Chairman Brown hoped that sufficient information could be presented dealing with what programs are in place and what preventative measures are in force.

The Chairman confirmed with Mr. Phillips that P-Card and cash handling issues at Durango Hills are repetitive and questioned why it continues and what is in force to prevent these issues from arising again. In dealing with multiple millions of dollars, there are some human beings that tend to repeat theft or abuse if they do not get caught the first time. Mr. Snelding commented that he has had discussions with Mr. Vincent dealing with this particular issue. A consultant has been contracted, who is an expert in identifying red flags and giving middle management tools to alleviate these issues. The deficiency is not so much in the mechanics of the system but more so is a people problem. The Chairman complimented Mr. Phillips on a job well done.

Chairman Kern questioned the outcome on a previous incident at the Durango Hills Golf Course involving theft. Attorney Redlein responded that an arrest was made by Detention and Enforcement and the case went to district court. There was a plea bargain with restitution; if the individuals involved meet their plea bargain agreements, they will get off with a gross misdemeanor. He agreed with Vice-Chairman Brown that incidents such as these do cause damage to the City's reputation.

Mr. Snelding commented that a fraud policy does exist and it is zero tolerance on theft and fraud. Follow-up takes place with Detention and Enforcement and they work very hard in putting together good cases.

AUDIT OVERSIGHT COMMITTEE MEETING OF JULY 6, 2006

Item 9 – Discussion and possible action on CAO 2900-0506-05 – Internal Control Review Activity Report December 31, 2005

**MINUTES – Continued:**

Vice-Chairman Brown took a few moments to introduce Orlando Sanchez, who was recently promoted to the position of Deputy City Manager. The Chairman welcomed Mr. Sanchez.

(10:37 – 10:55)

**1-1017**

**AGENDA SUMMARY PAGE**  
**AUDIT OVERSIGHT COMMITTEE MEETING OF: JULY 6, 2006**

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**SUBJECT:**

Discussion and possible action on CAO 1401-0506-06 – Audit of Detention & Enforcement Training Unit

**BACKUP DOCUMENTATION:**

1. Internal Control Review Activity Report No. CAO 1401-0506-06 dated June 27, 2006
2. Submitted After Meeting: Five PowerPoint Presentation Slides

**MOTION:**

**BROWN - Motion to approve the Internal Control Review Activity Report No. CAO 1401-0506-06 Audit of Detention & Enforcement Training Unit – WORKMAN seconded the motion – UNANIMOUS**

**MINUTES:**

Mr. Smith began by introducing the new Chief of Detention and Enforcement, Karen Coyne, who took this position in the middle of the audit process. He also introduced Deputy Chief Michele Hornstein who was recently put over the Support Service Division, which includes the Training Unit. Also present was Wes Primm, the Training Officer for the Unit. Mr. Smith thanked them for their help and support during this audit.

Mr. Smith explained that the City Auditor's Office completed a performance audit of the Training Unit of Detention & Enforcement, which is comprised of one Lieutenant, one Training Officer, and three Tactical officers. The Unit maintains training records, monitors the training status of approximately 400 employees, runs the Category I and Category III academies, provides in-service training to staff, and oversees required firearm qualifications.

The scope of the audit was limited to the functions of the Training Unit. The audit did include testing of the 2005 training records and supporting records for the 2004 annual report submitted to P.O.S.T. (Nevada Commission on Peace Officers' Standards and Training).

Mr. Smith addressed some of the more significant findings of the audit. During the testing of the unit's access database, it was determined that the database did not provide for accurate, effective, and efficient monitoring of the training status of the more than 400 employees, especially considering the varied department, State, and accreditation training requirements for the staff at D&E. Input errors in reconciling the database to the supporting training documentation were also discovered. Additionally, the unit currently lacks sufficient information to effectively monitor the firearm qualification status of its officers. This unit must know which weapons each officer is authorized to use by the department in order to monitor who has not met the firearm qualification requirements.

In discussions with Training staff and after a review of firearm qualification records, the unit is in

AUDIT OVERSIGHT COMMITTEE MEETING OF JULY 6, 2006

Item 10 – Discussion and possible action on CAO 1401-0506-06 – Audit of Detention & Enforcement Training Unit

**MINUTES – Continued:**

need of better access to a firing range to support the needs of the Academy, to ensure proper firearm training of its officers, and to ensure its officers comply with department and State qualification requirements. Training must currently schedule the use of the firing range of North Las Vegas or public ranges for their qualifications. Mr. Smith said some action has already taken place by the Department in securing a contract with a local indoor firing range.

Audit results found the accuracy of the 2004 POST report to be incomplete. There is a need for improved procedures surrounding the compilation of the data for this type of report. Additionally, there are several officers completing clerical functions, which indicate a need for more clerical staff support. There is also a need for an operations manual that would address key activities and processes of the training unit, how they are performed and by whom.

Mr. Smith explained that department management has developed action plans to address the recommendations in the report and have also provided estimated dates of completion.

Relative to staffing, Member Troncoso questioned why there was not a sergeant for span of control and chain of command. Karen Coyne, Chief, Detention and Enforcement, stated that she recognized that deficiency and was currently in the process of making some internal work assignment diversions. There will be a Lieutenant in charge of professional standards as a whole, which will include training, accreditation, inspections process and internal investigations. There will also be a Sergeant in charge of the training unit.

Member Troncoso also questioned which weapons would be tested at the indoor range. Chief Coyne state the long rifle weapons or MP5 training will still continue at the outdoor range. The indoor range will be an avenue to ensure that qualifications are completed in accordance with NAC. This will primarily offer more opportunities for officers who work varying shifts and may not have an opportunity to get out to the North Las Vegas range. In addition, range masters for all three shifts would be provided.

Chief Coyne also explained that at this time, it is not possible to communicate with the Nevada State Post, via the department's computer system, regarding the required training for certification. Even prior to the audit, one of the major problems is that the department's database is not updated with modern technology. The database is not supported by the internal Information Technologies (IT) group. A series of databases have been evaluated and will either meet or exceed the noted deficiencies in this report. Crownpoint is what the State is currently utilizing but it would not be supported by IT. Arcadia is the other database that is also being evaluated. Unfortunately, that system does not have an in service module available. Additional information on the scope has been requested aside from what was originally requested. It is desired that a decision be made by mid August and to have a program up and running by.

AUDIT OVERSIGHT COMMITTEE MEETING OF JULY 6, 2006

Item 10 – Discussion and possible action on CAO 1401-0506-06 – Audit of Detention & Enforcement Training Unit

**MINUTES – Continued:**

December and it has already been approved in the budget for this fiscal year. Chief Coyne was congratulated on her promotion. She thanked Mr. Smith, Ms. Beatty and Mr. Snelding for their professionalism and support in identifying issues and finding solutions. She concluded by stating that two of the nine findings from the audit have been completed; six more will be completed by the first part of September. The final one, the database, has a target completion date of the end of the year.

Vice-Chairman Brown appreciated Chief Coyne's comments and added that one success story is the audit function working with Detention and Enforcement as partners. Member Troncoso and Chief Coyne concurred that the importance of departments working together throughout the process and the relationship formed between the Auditor's office and Detention during this audit will be advantageous when Detention is involved in the upcoming P-card audit and fraud is involved.

(10:55 – 11:04)

**1-1663**

# City of Las Vegas

## AUDIT OVERSIGHT COMMITTEE MEETING OF: JULY 6, 2006

### CITIZENS PARTICIPATION:

Chairman Kern was appreciative for the opportunity to serve the City, particularly in working with Mr. Snelding and the auditors. He highly praised them for their work. He apologized for not realizing there was a representative, Vicki Robinson, in attendance for the Heart/Lung audit. He recognized that much work was done in their report, and the substance of this was to revisit that particular report. Vice-Chairman Brown suggested having a meeting with Vicki Robinson prior to the special meeting to get a detailed briefing on the report.

Chairman Kern indicated that he had a conversation with Attorney Redlein regarding conflicts of interest and maintaining independence in relation to this committee. The Chairman's firm does not respond to any Request for Proposals (RFPs) and does not do any work for the City of Las Vegas because to do so would be an immediate conflict of interest and would create an independence issue for this City and for this committee. He added that there may be matters in the future that may need to be identified, as it relates to the members from the public at large to avoid a potential independence issue. At any particular meeting, the individual may be asked to or may decide to recuse themselves from participation due to conflicts of interest. He wanted members to be aware of such situations.

(11:04 – 11:06)

**1-2072**

MEETING ADJOURNED AT 11:06 A.M.

Respectfully submitted:

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STACEY CAMPBELL, Administrative Secretary  
Office of the City Clerk