

AUDIT COMMITTEE MEETING
January 27, 2022 @ 3:00 PM
Virtual Meeting

Council Members Present: CM Johnny Dawkins, Chair
CM Yvonne Kinston

Absent: CM Larry Wright

Committee Members Present: Ron O'Brien
Amy Samperton, Vice-Chair

Staff Present: Doug Hewett, City Manager
Jay Toland, Assistant City Manager
Telly Whitfield, Assistant City Manager
Rebecca Jackson, Chief of Staff
Elizabeth Somerindyke, Internal Audit Director
Ms. Rose Rasmussen, Internal Audit Staff
Ms. Amanda Mott, Internal Audit Staff
Karen McDonald, City Attorney
Lachelle Pulliam, Assistant City Attorney
Dwayne Campbell, Chief Information Officer
Willie Johnson, Assistant Chief Information Officer
Assistant Chief James Nolette, Fayetteville Police Department
Assistant Chief Anthony Kelly, Fayetteville Police Department
Chief Michael Hill, Fayetteville Fire Department
Daniel Edwards, Assistant Public Services Director
Andrea Tebbe, Executive Assistant to the City Council

1. Call to Order

- CM Dawkins called meeting to order at 3:04 PM

2. Approval of Agenda

MOTION: Ms. Amy Samperton moved to approve agenda
SECOND: Mr. Ron O'Brien
VOTE: Unanimous (4-0)

3. Approval of Minutes

MOTION: Mr. Ron O'Brien moved to approve minutes from the August 5, 2021 Meeting

SECOND: CM Kinston

VOTE: UNANIMOUS (4-0)

4. Follow Up on Motion Referred to City Council at the November 18, 2021 Audit Committee Meeting – Requested by Council Member Kinston

During the November 18, 2022 Meeting, the Audit Committee voted 4-0 to send the item to the City Council and seek guidance from UNC School of Government. A council Member request was submitted but the item was withdrawn at the December 6, 2021 Work Session

Discussion ensued.

Joint Council Member request will be submitted to request that City Council discuss the allegations of former Council Member Waddell to determine if an outside investigation is needed.

5. Internal Audit Activities- presented by Internal Audit Staff

1. Fire Kronos Implementation Audit

Background

Kronos project vision to consolidate and automate
Implemented FY2016, except Public Safety departments
Telestaff used to schedule, deploy and manage resources
Employees' time was entered manually

Scope

Included payroll for June 21, 2021 through September 26, 2021
Sampled 38 (11%) of active Fire Department personnel for 7 pay periods
Only audited hours
Payments were not calculated

Results

Internal Audit Concludes

Payroll policy did not exist
Additional review processes and manual corrections required
Manual corrections not reviewed by independent party
Payroll procedures needed updated and back up required training

Management Action Plan

Policies and procedures pending

Maintain an alternate employee

Quality control audits

MOTION: Ms. Amy Samperton moved to accept the Fire Kronos Implementation Audit

SECOND: Mr. Ron O'Brien

VOTE: UNANIMOUS (4-0)

6. Management Report – Presented by Internal Audit Staff

1. Quarterly Management Implementation Status Report

This is an overview of the audits completed with recommendations that are not fully implemented

- a. Solid Waste Fees: The recommendations are pending an update to the City ordinance.
- b. Police Department Payroll: The department is working through implementing Kronos and will update their procedures following the go live of the timekeeping system.
- c. Wireless: The department is requesting FTE for the upcoming fiscal year. They will need an additional person to implement the recommendations.
- d. Vector Fleet: This was just presented at the last meeting. They are working through hiring a fleet manager and working on procedures.

Questions:

Do any of the management feel short of resources? **Staff is funneling any request for FTE through the Budget Process and it is not appropriate for the interim Fleet Manager to make policy decisions. Those policy changes and decisions will be completed when a Manager is hired**

This report is for informational purposes and no action needed.

7. Additional Items of Business

Council Member Dawkins recognized Ms. Elizabeth Somerindyke and noted her retirement from the City of Fayetteville. He opened the floor for committee members to share comments with Ms. Somerindyke.

Interim Internal Audit Director will be Ms. Rose Rasmussen.

CM Dawkins stated he would like to end his time as Audit Committee Chair but remain a member and will recommend CM Kinston as Chair to Mayor Colvin.

8. Adjournment

Mr. Ron O'Brien moved to adjourn meeting at 3:49 PM.

Council Member Johnny Dawkins, Chair

ATTEST:

Andrea Tebbe, Executive Assistant to the City Council