Scribe: Jake Rossow, MMB Internal Control & Accountability (IC&A)
Presenters: Marianne Conboy, Executive Budget Officer, MMB
Host and meeting location: MMB Internal Control & Accountability hosted the meeting in the Lady Slipper conference room of the Centennial Office Building.

Present at the Meeting:
Mike Thone, Jake Rossow, and Angelina Barnes (MMB), Marita Bliven and Morgan Grelson (Bd. of Animal Health), Paul Mathe, Rita Strafelda, and Brenda DaBruzzi (DPS), David Salchow (Admin), Courtney Quinn (MDVA), Eric Athman (DMA), Mario Chavez (BWSR), Candice Harding (MnDOT), Nick Mokaya (MPCA), Amy Jorgenson (MDH), Sheldon Klugman (COMM), Fekade Cherinet (DEED), Robert Helgeson (OHE), Paul Doyle (OMHDD), Molly Nystel (WCCA), Katrina Jones (MDE), Margaret Bisek (MBA), Mike Zabel and Tiffianee Christianson (DLI), Leslie Nagel (TRA), Ken Vandermeer and David Forbes (DHS), Iryna Shafir (SBI), Jennifer Nasifoglu and Ray Smith (OAG), Mike Turner (MDOR), Kevin Hoese (MRC), Joyce Nelson (HLB-BOD), and Walter Smith (CMAH Board Member).

Welcome and Introduction:
Jake Rossow welcomed the group and discussed logistics of Stassen Building. Jake introduced speaker Marianne Conboy.

Main Agenda:
Marianne Conboy gave a presentation regarding the overview of the state budget process. The presentation included information on the operating budget and capital budget processes. (Slides made available to members prior to the meeting).

Open Forum Topics:
• Angelina Barnes discussed an overview of the upcoming strategic planning meeting for the Internal Control & Accountability Unit on September 13-14. This overview includes creating vision, mission, and goals that align with statute, opportunity for improvement in Roundtable, Risk Assessment plan consistency, and topics for discussion during the September 28th Roundtable meeting.
• Sheldon Klugman brought up public data in regards to internal control certification documents. Information on certification materials submitted are public data.
• Courtney Quinn asked if agencies received request for information letters from the OLA on Voter Registration Legislation.
• Jake Rossow asked about whether emails sent by roundtable members to request information or assistance from the membership are being responded to regularly. The membership confirmed that responses are being received and are helpful. Angelina Barnes discussed opportunities associated with the Roundtable and the ability to leverage the information collected through the development of a possible SharePoint site for the Roundtable. Angelina noted that the SharePoint site was obtained as a resource by the IC&A Unit, but further actions or developments are not planned until after the strategic planning meetings.
• Leslie Nagel had received an OLA management representation letter on a procurement audit where an exit meeting had not been scheduled or attended. Leslie expressed concerns about
signing the management representation letter without knowledge or communication on any findings, if any.

- Angelina Barnes talked about Fraud Awareness Week preparation and the coordinator meeting on August 31, 2017. If you or your agency coordinator did not receive invitation to the coordinator meeting, please contact Mike Thone.

Next Meeting:
Thursday, September 28, 2017, 9:00 – 11:00AM

Vicky Baukol, Business Continuity and Internal Controls Manager for the Minnesota Department of Corrections will host the meeting at the Department of Corrections central office located at 1450 Energy Park Drive, St. Paul MN 55108. Free Parking is available. Attendees should park on the west side of the building, enter through the west entrance, and take the elevator or stairs to the second floor. Check in with the receptionist and you must present your agency ID.

Meeting Agenda:

- The Internal Control & Accountability Unit (IC&A) will update and share its vision and strategies for the future for its statutory responsibilities, report on Roundtable Survey results, and provide a presentation on Risk Assessment. The Risk Assessment Presentation will include the following key concepts: (1) MMB Statewide Operating Procedure 0102-01.2, Risk Assessment; (2) 2017 Risk Assessment Review and Discussion based on executive branch agency submissions; (3) Core concepts in Risk Assessment for all state agencies; and (4) Risk Assessment for the future.
- The Open Forum portion of the meeting will be small break out groups to discuss key Risk Assessment concepts and practices.