



## Internal Control Roundtable

### Next meeting

Thursday, May 16, 2019, 9:00 a.m. to 11:00 a.m.

**Location:** Mike Thone, Chief Risk Officer for the Minnesota Housing Finance Agency (MHFA), is hosting the meeting in the Treasure Island Center, located at 400 Wabasha Street North, St. Paul, MN 55102. MHFA is located on the 4<sup>th</sup> floor of the building.

**Parking:** The Treasure Island Center has an attached parking ramp which can be accessed from two locations: 1) from Wabasha, between 6<sup>th</sup> and 7<sup>th</sup> Streets; or 2) from Sixth Street, between Cedar and Wabasha. MHFA has 10 reserved parking spaces (i.e., free parking on a first come, first served basis) on ramp Level 6 West. If you are not able to park in one of the MHFA reserved spots you will have to pay for your own parking. There is also metered street parking on Wabasha, across from the building on Wabasha, and a surface pay lot on Sixth and Wabasha.

**Walking:** There is building access on Cedar Street, between 7<sup>th</sup> and 6<sup>th</sup> Streets; on Wabasha, between 7<sup>th</sup> and 6<sup>th</sup> Streets; and via Wells Fargo Building at 7<sup>th</sup> Street and Cedar. Take elevator or stairs to 4<sup>th</sup> floor for entry to the MHFA offices.

**MHFA Check-in:** Check-in is required at the MHFA front desk. After checking-in you will be directed to the Lake Superior Conference Room. Be sure to let the receptionist know if you parked in one of the MHFA reserved spaces so you can be given a parking voucher.

**Special Accommodations:** For parking or meeting accommodations due to a disability send an email to [mike.thone@state.mn.us](mailto:mike.thone@state.mn.us) or call 651-296-9813. For meeting accommodations, requests must be received 72 hours prior to the meeting date.

**Agenda:** Tony Peleska, MHFA CIO, and Anne Smetak, MHFA Senior Attorney, will present on MHFA's implementation of electronic signatures. The presentation will cover the legalities around adopting electronic signatures, implementation of proper internal controls, and the steps taken to execute this agency-wide change. Tony and Ann will answer any questions you may have about how they implemented this technology at MHFA.