Meeting Minutes: Internal Control Roundtable

Date: October 31, 2019
Minutes prepared by: Mohamed Ahmed, Internal Control Specialist
Location: Minnesota Department of Veterans Affairs, 5th Floor Conference Room

Attendance

Amy Jorgenson, Jake Rossow, Josh Botnen, and Mohamed Ahmed (ICA), Vicky Baukol and Mark Pochardt (DOC), Susan Walto and Ryan Sherman (MnDOT), Shireen Gandhi, Ken Vandermeer, Hillary Friend, Nicole Medeiros, Mike Anderson, Jennifer Yang, David Forbes, and Gary Johnson (DHS), Kevin Hoese (MRC), Fekade Cherinet (DEED), David Salchow (Admin), Jennifer Nasifoglu (AGO), Molly Nystel (WCCA), Morgan Grelson (BAH), Katrina Jones (MDE), Sandy Ludwig (MDH), Barry Fick (HEFA), Jill Kielblock (BMS), Eric Athman (DMA), Mike Thone, Becca Faircloth, and Jessica Deegan (MHFA), Wilson Tindi (MPCA), Siddhartha Poudyal (MDOR), Paul Doyle and Lisa Harrison-Hadler (OMHDD), Shakira Bradshaw (CMAH), Courtney Quinn (MDVA), Sheldon Klugman (Commerce), Tim Rekow (MSRS), Amie Wunderlich (BWSR), Robert Helgeson (OHE), Gretchen Nussbaum (DLI), and Mike Hopwood (MSA).

Agenda

- Welcome and Introductions – Jake Rossow (ICA) welcomed the group, thanked them for their attendance, and introduced the speakers.
- Shireen Gandhi, Gary Johnson, Jennifer Yang, and Hillary Friend of the DHS Compliance Office team presented on the following topics and answered questions from the group:
  - Newly developed Compliance Oversight and Reporting Structure
  - Proactive Internal Control System framework
  - “Day One” Data Privacy and Security Training requirement including controls being developed for annual recertification
  - New anonymous reporting hotline web form
  - Other oversight tools in development
- Open Forum
• Discussion item: Fraud Awareness and Prevention Week is November 17-23, 2019. Coordinator resources are available. Please submit pictures of events or activities happening at your agency during this week for the MMB social media campaign.

Announcements

• Risk Assessment Agencies - Please contact ICA to schedule a meeting to discuss your risk mitigation projects outlined on your Agency Risk Assessment Plan.

Next Meeting

Thursday, December 12, 2019, 9:00 a.m. to 11:00 a.m. Location and agenda information TBA.