Meeting Minutes: Internal Control Roundtable

Date: September 6, 2018
Minutes prepared by: Joshua Botnen, Internal Control Specialist
Location: Veteran’s Service Building, Fifth floor conference room

Attendance
Jake Rossow, Steven Nyame, and Josh Botnen (ICA), Paul Mathe and Brenda DaBruzzi (DPS), Laurie Studer, Jennifer Xiong, Stephanie Wortham, and Amie Wunderlich (MnDOT), Nick Mokaya and Wilson Tinda (PCA), Amy Jorgenson and Sandy Ludwig (MDH), Robert Helgeson (OHE), Molly Nystel (WCCA), David Forbes, Hilary Friend, Titima To (DHS), Mike Thone (MHFA), Paul Doyle (OMHDD), Mike Hopwood (MSA), Barry Fick (HEFA), Mario Chavez (BWSR), Gina Amacher (MDOR), Vicky Baukol (DOC), Sheldon Klugman (COMM), Melissa Stewart (MNSure), Leslie Nagel (TRA), Jamie Majerus, (MJB), Morgan Grelson (BAH), Courtney Quinn (MDVA), and Katrina Jones (MDE).

Agenda

- Welcome and Introductions – Jake Rossow, Internal Control and Accountability (ICA), welcomed the group, reviewed the meeting agenda, and introduced keynote speaker, Janelle Tummel.
- Janelle Tummel, Assistant Commissioner of Enterprise Communications and Planning at Minnesota Management and Budget led a discussion about what MMB is doing to prepare for the transition and what agencies and internal controls can do to prepare. Janelle discussed in depth what the governor’s expectations are for the transition process and how to get internal controls to remain a focal point for agencies with the new administration.
- Jake Rossow followed Janelle’s presentation with announcements from ICA. Jake:
  - Thanked all agencies for submitting the 2018 Internal Control System Certification documents;
  - Discussed Fraud Awareness and Prevention Week (November 11-17, 2018.) He informed the audience that a mass emails will be coming in the next weeks to agency coordinators for poster orders and to inform coordinators when additional resources will be available on the FAW website. Posters will be distributed at the October 18, 2018 roundtable, by appointment with ICA, or by other means necessary;
Explained that ICA will offer agency specific Risk Assessment Phase II training upon agency request starting September 17, 2018. The baseline for this training will be the PowerPoint used during the enterprise phase II training on August 7;

Updated agencies on the Central Service Goals;

Provided an updated on the hiring of the Internal Controls and Accountability Director.

- **Open Forum**

  A question was asked about what happens to delegations of authority when the person delegated leaves the position.

**Next Meeting**

**Date:**  Thursday, October 18, 2018  
**Time:**  9:00 a.m. to 11:00 a.m.

**Location:**

- Courtney Quinn, Internal Control and Audit Director for the Department of Veterans Affairs will host the meeting at the Veterans Service Building, fifth floor conference room. The Veterans Service Building is located at 20 West 12th Street, St. Paul, MN 55155. Roundtable members enter the building through the central walkway west-side doors. Take the elevator to the fifth floor. There are no check-in or security procedures, but the door is locked prior to 8:00 a.m.  
  [Parking information](#) - Lot K is closest to the Veterans Service Building.

**Agenda items:**

- **TBD** – an Outlook meeting invitation update will be sent once the agenda is finalized.
- **Open Forum**