

Meeting Minutes

Douglas Henry State Museum Commission

Audit Committee (AFC)

October 9, 2017

The DHSMC Audit Committee (AFC) met at 11:00 a.m. on October 9, 2017 in the Lee Congleton Board Room, Zoo Knoxville, with Committee Chairman Harbert Alexander presiding.

**Members Present**

Harbert Alexander, Chair

Eleanor Yoakum

**Ex Officio**

Thomas S. Smith, DHSMC Chair

Ashley Howell, Tennessee State Museum Executive Director

**Members Absent**

Representative Charles Sargent

**Other DHSMC Commissioners in Attendance**

Victor Ashe

Pete Claussen

Nancy De Friece

Tina Hodges

Walter Knestrick

Deputy Speaker Steve McDaniel

Deanie Parker

Laura Travis

Senator Bo Watson

Bob Buchanan, ex-officio

**Participating Guests in Attendance**

Alex Rieger, Deputy Attorney General

Kathryn Baker, Assistant Attorney General

**Tennessee State Museum (TSM) Staff**

Mary Jane Crockett-Green

Sharon Dennis

**Call to Order/Introductions**

Chairman Harbert Alexander called the meeting to order at 11:50 a.m. He verified that a quorum was present following roll call and presided over the following business:

**Approval of the October 10, 2016 Committee Meeting Minutes**

Chairman Alexander opened the floor for approval of the minutes from its prior October 10, 2016 meeting. There being no discussion, Thomas S. Smith made a motion to approve the minutes; Chairman Alexander seconded. The Audit Committee voted and unanimously approved the minutes.

**Audit Committee Responsibilities**

Chairman Alexander introduced TSM Deputy Director Mary Jane Crockett-Green, who provided a brief report on the Committee’s audit responsibilities. Members received copies of the following documents: an overview of key responsibilities from the Comptroller of the Treasurers’ office for the audit committee members of all state agency commissions; the employee orientation packet for new hires issued statewide provided by DOHR; the TSM Agency Specific Code of Ethics given to staff annually; and the management letter to the Comptroller’s Office recognizing its responsibility for fraud, waste, and abuse.

Ms. Crockett-Green reported on the key points of the Audit Committee’s responsibilities specifically regarding having reasonable assurance of the agency’s compliance with all relevant laws, rules, policies and procedures both statewide and departmental. They are also required to review TSM’ s annual risk assessment before its submission to the Department of Finance and Administration on December 31. She noted this year the State is asking for a new format which will incorporate TSM’ s new strategic plan which was developed by agency management with input from all staff members.

Ms. Crockett-Green briefly reported on the museum’s policies and procedures for new state hires, annual collection of statewide and agency specific codes of ethics. She also stated TSM has met all of its reporting requirements to DOHR & F&A.

Policies and Procedures for Fraud Reporting

Ms. Crockett-Green added that the Management letter to Comptroller’s Office reflected the Museum’s long-term commitment to its fiscal responsibilities for identifying fraud, waste, and abuse. She further reported that staff members are informed of their responsibilities through acknowledgements via electronic, hard copy and posted notices on how to identify and report fraud, waste, and abuse. Ms. Crockett-Green responded to questions and comments from the Commission prior to closing her reports.

**Review of DHSMC Quorum Standards**

Chairman Alexander referenced a report on the Commission’s attendance of voting members at all meetings from October 2016 thru September 2017. The report indicated that all quarterly and special called meetings along with standing and ad-hoc committee meetings met with a physical quorum fulfilling the State’s policy for quorum standards.

**Procedural Compliance Audit**

Chairman Alexander recognized Ms. Crockett-Green who reported that the state museum underwent a procedural compliance audit from the Department of General Services regarding procurement practices; and received no findings.

**Review of Signed DHSMC Annual Code of Conduct Verification Forms**

Chairman Alexander recognized Commission Liaison Sharon Dennis, who reported that all 2017 DHSMC Annual Code of Conduct Verification forms were signed and collected this day with the exception of Commissioner Sargent who was absent, and Commissioner Ashe.

**Main Motions Summary**

**Motion**: Thomas S. Smith made a motion to approve the October 10, 2016 meeting minutes; Chairman Alexander seconded. The motion carried unanimously.

**Motion:** Moved by Eleanor Yoakum to adjourn the meeting. The motion carried unanimously.

**No Announcements Made**

**Adjournment**

There being no further discussion or business, Chair Alexander called for a motion to adjourn. Eleanor Yoakum moved to adjourn the meeting; Thomas S. Smith seconded. The Committee voted to approve the motion and Chairman Alexander adjourned the meeting at 12:10 p.m.

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Harbert Alexander

Chairman Audit Committee (AFC)

Approved December 11, 2017