

**TEXAS ANIMAL HEALTH COMMISSION  
AUDIT SUBCOMMITTEE MEETING MINUTES  
September 16, 2014**

**Item 1: Welcome and Call to Order by Chair**

Chairman Ralph Simmons called the meeting to order at 8:00 am. All members of the Audit Sub Committee were in attendance.

**Item 2: Approval of Minutes**

A motion to APPROVE the May 13, 2014 minutes of the Audit Subcommittee was made by Commissioner Leathers and seconded by Commissioner Jordan. The motion carried.

**Item 3: Appoint Internal Auditor as Required by Section 2102.006 of the Texas Government Code**

The committee heard a recommendation to appoint Monday N. Rufus, P.C. as the internal auditor for the Texas Animal Health Commission.

A motion to APPROVE the appointment of the internal auditor as required by section 2102.006 of the Texas Government Code was made by Commissioner Jordan and seconded by Commissioner Leathers. The motion carried.

**Item 4: Audit of Information Systems Disaster Recovery & Business Continuity**

Mr. Monday Rufus reported to the Audit Sub-Committee on the agency's Information System Disaster Recovery and Business Continuity Plan and made recommendations to ensure full implementation of a functional Business Continuity Plan.

A motion to APPROVE the audit of Information Systems: Disaster Recovery and Business Continuity Plan was made by Commissioner Jordan and seconded by Commissioner Leathers. The motion carried.

**Item 5: Audit Follow-up: Emergency Management Process: Policies and Procedures**

Mr. Monday Rufus reported findings from a follow up audit of the Emergency Management Department policies and procedures and included remarks and recommendations for the department.

A motion to APPROVE the audit of Emergency Management Process: Policies and Procedures was made by Commissioner Jordan and seconded by Commissioner Leathers. The motion carried.

**Item 6: Public Comment**

There was no Public Comment at this meeting.

**Item 6: Adjournment**

Commissioner Jordan moved and Commissioner Oates seconded the motion to adjourn. The motion carried. The meeting was adjourned at 8:17 am.