

**TEXAS ANIMAL HEALTH COMMISSION
AUDIT SUBCOMMITTEE MEETING MINUTES
September 22, 2020**

Item 1: Welcome and Call to Order

Chairman Joe Leathers called the meeting to order at 8:00 am. There was a small hold for technical difficulties with the

Item 2: Roll Call for Commissioners

The Chairman called the roll of commissioners present at the meeting. There was one commissioner present, Commissioner Leathers, and one commissioner attending via teleconference, Commissioner Vermedahl. A quorum was present.

Item 3: Roll Call for Public Participants Providing Public Comment

The Chairman also gave instructions to remote participants and explained the public comment process at this audit sub-committee meeting.

Due to Governor Greg Abbott's March 13, 2020 proclamation of a state of disaster affecting all counties in Texas due to the Coronavirus (COVID-19) and the Governor's March 16, 2020 suspension of certain provisions of the Texas Open Meetings Act, this meeting of the Texas Animal Health Commission audit subcommittee was held by teleconference as authorized under Texas Government Code section 551.125. The vice chairman asked that all attendees microphones be muted until such time as public comment is requested or the individual is called upon to speak. Also, because this meeting was held by live audio and teleconference, all individuals were asked to identify themselves by first and last name, and indicate if they represent themselves or an organization before speaking. Any individual who requested to speak on a specific agenda item or during the public comment period was instructed to press *3 to "raise their hand" signifying they wished to speak. At that time they would be unmuted one at a time and provided with their opportunity to speak and once finished placed on mute again. Once done speaking, participants were asked to press *3 to "lower their hand".

There were no public participants.

Item 4: Approval of Minutes

It was moved to approve the minutes of June 23, 2020 Audit Sub-Committee Meeting Minutes.

An opportunity for public comment was offered and instructions for unmuting lines and for the speaker to identify themselves was detailed. There was no public comment.

The minutes of the June 23, 2020 meeting were **APPROVED**.

Item 5: Stephenville Region Office Internal Audit Report

Mr. Monday N. Rufus, P.C. presented the results of the internal audit (audit) of the Stephenville Region Office (Stephenville, Texas) of the Texas Animal Health Commission (Commission) with respect to the reliability and integrity of information, compliance with rules, policies, procedures, laws, and regulations, safeguarding of assets, economical and efficient use of resources, and accomplishment

of established objectives and goals for operations as of July 23, 2020. The results of the audit disclosed that, generally, the Region Office has controls in place to ensure the reliability and integrity of information, compliance with rules, policies, procedures, laws, and regulations, safeguarding of assets, economical and efficient use of resources, and accomplishment of established objectives and goals for operations. It was noted that operations could be strengthened by improving the monitoring of data entry into databases. In the report, Region Management acknowledged the opportunity for improvement and detailed actions taken to improve monitoring of data.

An opportunity for public comment was offered and instructions for unmuting lines and for the speaker to identify themselves was detailed. There was no public comment.

The motion to **APPROVE** the Stephenville Region Office Internal Audit Report passed.

Item 6: Public Comment

A final opportunity for public comment was offered and instructions for unmuting lines and for the speaker to identify themselves was detailed. There was no public comment.

Item 7: Adjournment

The meeting was adjourned at 8:25am.