

**TEXAS ANIMAL HEALTH COMMISSION**  
**AUDIT SUBCOMMITTEE MEETING MINUTES**  
**June 29, 2021**

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

Chairman Joe Leathers called the meeting to order at 8:00 am.

**Item 2: Roll Call for Commissioners**

The Chairman called the roll of commissioners present at the meeting. There were two commissioners present, Commissioner Leathers and Commissioner Vermedahl, and one commissioner attending via teleconference, Commissioner Eggleston. 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 September 22, 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 September 22, 2020 meeting were **APPROVED**.

**Item 5: Report on Follow Up-Prior Internal Audit Recommendations**

Mr. Monday N. Rufus, P.C. presented the status of the Follow Up-Prior Internal Audit Recommendations. The recommendations related to internal audits of the Personnel Processes, the Laredo Region Office, and Information Systems – Security. The follow up found that all recommendations had been implemented, including making personnel evaluations uniform, ensuring driving background checks on all personnel, improved control on fixed assets and supplies, and establishing a policy on wireless assets.

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 Follow Up-Prior Internal Audit Recommendations report passed.

**Item 6: Fiscal Year 2020 Internal Audit Annual Report**

Mr. Monday N. Rufus, P.C. detailed the Internal Audits conducted in the Fiscal Year 2020. These audits included Cash Disbursement, Stephenville Region Office, and Follow-up on Prior Internal Audit Recommendations.

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 Fiscal Year 2020 Internal Audit Annual Report passed.

**Item 7: Open Records Requests Audit Report**

Mr. Monday N. Rufus, P.C. presented the Open Records Requests Audit Report. The TAHC has established a Public Information Policy that is consistent with Texas Government Code, Chapter 552, and has made it available on the Agency's website. Mr. Rufus stated the TAHC could improve its processes by updating its current Open Records policy and instituting a process for periodic reviews to ensure procedures are still valid. Additionally, he suggested developing a checklist for Open Records Requests to ensure consistency in processing requests. Legal and Compliance Department is responsible for processing Open Records Requests, and has nearly completed implementation of the recommendations.

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 Open Records Requests Audit Report passed.

**Item 8: 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 9: Adjournment**

The meeting was adjourned at 8:19am.