

**TEXAS ANIMAL HEALTH COMMISSION
AUDIT SUBCOMMITTEE MEETING MINUTES
September 21, 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 absent, Commissioner Eggleston. A quorum was present.

Item 3: Approval of Minutes

It was moved to approve the minutes of June 29, 2021 Audit Sub-Committee Meeting Minutes.

The minutes of the June 29, 2021 meeting were **APPROVED**.

Item 4: Rockdale Region Office Audit Report

Mr. Monday N. Rufus, P.C. presented the Rockdale Region Office Audit Report. The audit found that the region has controls in place to ensure the security of information and has adequately implemented standard operating procedures. Additionally, the audit found that the evaluations are completed properly, trainings are completed in a timely manner, weekly time entries are completed properly, and all fixed assets are accounted for, and it was found that the region management communicated well with the field staff.

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

Item 5: Sulphur Springs Region Office Audit Report

Mr. Monday N. Rufus, P.C. detailed the Sulphur Springs Region Office Audit Report. The audit found that the region has controls in place to ensure the security of information and has adequately implemented standard operating procedures. Additionally, the audit found that the evaluations are completed properly, trainings are completed in a timely manner, weekly time entries are completed properly, and fixed assets are accounted for.

The motion to **APPROVE** the Sulphur Springs Region Office Audit Report passed.

Item 6: Program Records Management Audit Report

Mr. Monday N. Rufus, P.C. presented the Program Records Management Audit Report. This Department 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. A new database system (TexCore) has been implemented to serve as a multipurpose animal health internet-based system that maintains animal health records. The training on how to use this system is on-going. To promote efficiency and effectiveness, management of the Commission should consider evaluating the feasibility of automating the generation and delivery of E-permit delinquency reports.

The motion to **APPROVE** the Program Records Management Audit Report passed.

Item 7: Public Comment

There was no public comment.

Item 8: Adjournment

The meeting was adjourned at 8:15am.