

**MINUTES OF THE
WV CONSOLIDATED PUBLIC RETIREMENT BOARD
INTERNAL AUDIT COMMITTEE
MEETING OF MARCH 1, 2016**

A meeting of the West Virginia Consolidated Public Retirement Board (CPRB) Internal Audit Committee was held in the Legal Conference Room located at the offices of the CPRB, 4101 MacCorkle Avenue, SE, Charleston, West Virginia, and was called to order at 1:01 p.m. by Acting Cabinet Secretary, Mary Jane Pickens, Chairman.

Roll Call

Members present were:

Mary Jane Pickens, *Acting Cabinet Secretary, Chairman*
Diana Stout, Esquire, *representing Treasurer John Perdue*
Captain Michael Corsaro
Jeff Vallet

Members absent were:

Jeff Waybright, *representing Auditor Glen Gainer*

A quorum was present.

Due notice had been published.

Also, present were:

Jeffrey Fleck, CPRB Executive Director
Candi Kinslow, CPRB Executive Assistant
Heather Drake, CPRB Administrative Assistant
Annamarie Short, CPRB Chief Compliance Officer
Tina Baker, CPRB Internal Auditor

Item #1: Approval of the August 25, 2015 Meeting Minutes

Captain Corsaro made a motion to approve the August 25, 2015 meeting minutes. The motion was seconded by Ms. Stout. The motion carried unanimously.

Item #2: 2016 Internal Audit Plan

Executive Director Fleck introduced the CPRB's new Internal Auditor, Tina Baker. He announced this was her first meeting as Internal Auditor for the CPRB. Ms. Baker reviewed the 2016 Proposed Internal Annual Audit Plan that she will be conducting in 2016 with the Committee. She announced to the Committee that she will be auditing the following in 2016:

DSRS Benefit Calculations, Deemed Distributions, PERS Refunds, External Audit Coordination and Payroll Census Testing.

Mr. Vallet made a motion to accept the 2016 Proposed Annual Audit Plan by the Internal Auditor, Tina Baker. Captain Corsaro seconded the motion. The motion carried unanimously.

Item #3: Update on State Auditor's Office Audits

Ms. Baker gave an update to the Committee on the State Auditor's Office Audits. Ms. Baker announced the State Auditor's Office had some staff turnover which had stalled the completion of the audits, along with the recent snow storms in the State keeping staff from traveling to perform the audits. Also, they are currently tied up with single audits until the end of March. Ms. Baker announced she will meet with them later this month to discuss when to proceed with the audits for the CPRB.

Item #4: Old Business

Chairman Pickens asked if there was any old business to bring before the Committee.

Executive Director Fleck announced that Annamarie Short has taken the position of Chief Compliance Officer since the last Internal Audit Committee Meeting. Ms. Short announced her primary focus right now is on our new computer project, COMPASS.

Chairman Pickens asked if there was any other old business to bring before the Committee. None was heard.


Item #5: New Business


Chairman Pickens asked if there was any new business to bring before the Committee. None was heard.

Ms. Stout made a motion to adjourn the public meeting of the CPRB Internal Audit Committee. The motion was seconded by Mr. Vallet. The motion carried unanimously.

Chairman Pickens adjourned the March 1, 2016 CPRB Internal Audit Committee Meeting at 1:10 p.m.

Respectfully submitted,

Deputy 

Acting Cabinet Secretary
Mary Jane Pickens, Chairman
Gale Given


Jeffrey E. Fleck, Executive Director