

**TEXAS ANIMAL HEALTH COMMISSION
AUDIT SUBCOMMITTEE MEETING MINUTES
August 7, 2018**

Item 1: Welcome and Call to Order by Chair

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

Item 2: Approval of Minutes

There were no minutes from the April 17th, 2018 meeting to approve.

Item 3: Approval of Audit of Personnel Processes

Mr. Monday N. Rufus, P.C. presented a report on the audit of the Agency Personnel Processes. While the agency does have a process in place, the system can be enhanced by improving the annual evaluation process and ensuring driver's licenses are valid before hiring prospective personnel.

The motion to **APPROVE** the Audit of Personnel Processes passed.

Item 4: Approval of Audit Region 8 Office (Laredo)

Mr. Monday N. Rufus, P.C. presented the report on the audit of the Region 8 (Laredo) Office. The Region office in question had adequate controls in place to ensure the reliability and integrity of information, compliance with policies and procedures, and safeguarding assets. There were areas for improvement, such as updating and reconciling the personal property inventory in a timely manner to better resolve discrepancies. In the interim, as a solution, higher value items have been placed in restricted access storage and a sign-out system for those items has been implemented.

The motion to **APPROVE** the Audit of Region 8 (Laredo) Office passed.

Item 5: Approval of Audit of the Information Systems

Mr. Monday N. Rufus, P.C. presented the report on the audit Information System - Security. The TAHC IT Department has implemented good controls over security for the agency's information systems. The system could be strengthened by maintaining a written wireless access policy. The audit also found that a controlled penetration test conducted in 2016 was not able to compromise the security measures in place. The audit recommends that the department continue to monitor the effectiveness of the security systems currently in place.

The motion to **APPROVE** the Audit of the Information Systems – Security passed.

Item 6: Public Comment

There was no Public Comment at this meeting.

Item 7: Adjournment

The meeting was adjourned at 8:23am.