

SUMMIT COUNTY, OHIO

BERNARD F. ZAUCHA, CPA, MBA, CIA, DIRECTOR

October 20, 2005

Lisa Miller
Director of Human Resource Commission
175 S. Main Street
Akron, OH 44308

Dear Ms. Miller:

Attached is the final Follow-up Audit report regarding the issues that were identified in the Human Resource Commission Preliminary Audit report dated February 1, 2005. The follow-up report was approved by the Audit Committee on September 28, 2005 at which time it became public record. We appreciate the cooperation and assistance received during the course of this follow-up audit.

FOLLOW-UP AUDIT SUMMARY

The follow-up process monitors and ensures that management actions have been effectively implemented or that senior management has accepted the risk of not taking action.

Follow-up by internal auditors is defined as a process by which they determine the adequacy, effectiveness, and timeliness of actions taken by management on reported engagement observations.

Factors that are considered in determining appropriate follow-up procedures:

- The significance of the reported observation.
- The degree of effort and cost needed to correct the reported condition.
- The impact that may result should the corrective action fail.
- The complexity of the corrective action.
- The time period involved.

Sincerely,

Bernard F. Zaucha

cc: Audit Committee

INTERNAL AUDIT DEPARTMENT
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HUMAN RESOURCE COMMISSION
Follow-up Audit

Auditors:

Lisa Skapura, Assistant Director; Dan Crews, Senior Auditor

Objective:

To determine if management has implemented their corrective management action plans as stated in response to the previously issued Preliminary Audit reports.

Scope:

An overview and evaluation of policies, processes, and procedures implemented by the department/agency as a result of management actions stated in the corrective management action plans during the Preliminary Audit process.

Testing Procedures:

The following were the major audit steps performed:

1. Review the final preliminary audit reports to gain an understanding of IAD issues, recommendations, and subsequent management action plans completed by the audited department/agency.
2. Review the work papers from the Preliminary audit, where applicable.
3. Review any departmental/agency response documentation provided to IAD with management action plan responses following the preliminary audit.
4. Identify management actions through discussions/interviews with appropriate departmental personnel to gain an understanding of the updates/actions taken to address the original preliminary audit issues.
5. Review applicable support to evaluate management actions.
6. Determine implementation status of management action plans.
7. Complete follow-up report noting status of previously noted management actions.

HUMAN RESOURCE COMMISSION
Follow-up Audit
COMMENTS

The Internal Audit Department (IAD) conducted a follow-up audit of the Human Resource Commission's (HRC) Preliminary Audit. The original Preliminary Audit concluded in March 2004 and was approved by the Summit County Audit Committee on June 23, 2004.

The accompanying follow-up comments to previously stated Preliminary Audit issues present an overall summary of the current status of the corresponding management action plans.

During our follow-up audit, IAD noted that a majority of the applicable management action plans were fully implemented. We commend the Human Resource Commission for their efforts and appreciate the cooperation of the Human Resource Commission personnel during the course of the follow-up audit.

Listed below is a summary of the major issues/management action plans and their current status:

Management Action Plans fully implemented:

- Creation of Administrative procedure for Employee Appeal Hearings
- Creation of employee separation/exit procedure for employees of the HRC
- Inclusion of a copy of the hiring Personnel Action form into the Personnel file of the Director of the Human Resource Commission.
- Inclusion of driver's license copy into the Personnel file of the Administrative Specialist.
- Utilization of the Director of the Human Resource Commission as the sole HRC Hearing Officer.
- Completion/clarification of Position Descriptions within the Human Resource Commission.

Management Action Plans not implemented:

- Completion of an annual employee evaluation for the Administrative Specialist utilizing a standardized form.

IAD completed the original HRC Preliminary Audit in March of 2004 (14 months ago). Upon reviewing documentation during this follow-up audit, IAD noted that the Administrative Specialist has not yet received an annual evaluation from the Human Resource Commission management.

Conclusion:

Based on the above noted information, IAD believes that the Human Resource Commission has made a positive effort towards implementing their corrective management action plans as stated in response to the audit issues identified during the preliminary audit.

Security follow-up:

Security follow-up issues noted during fieldwork are addressed under separate cover in the accompanying report in compliance with Ohio Revised Code §149.433²⁴⁸.