

**MINUTES OF THE
WV CONSOLIDATED PUBLIC RETIREMENT BOARD
INTERNAL AUDIT COMMITTEE MEETING
OF AUGUST 20, 2019**

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, on Wednesday, August 20, 2019. The meeting was called to order at 2:36 p.m. by Cabinet Secretary, Allan L. McVey, Chair.

Roll Call

Members present were:

Cabinet Secretary Allan L. McVey, Chairman
Captain Michael Corsaro
Jeff Vallet

Member absent was:

Diana Stout
Jeff Waybright

A quorum was present.

Due notice had been published.

Also, present were:

Jeffrey Fleck, CPRB Executive Director
Terasa Miller, CPRB Deputy Director
Nancy Butcher, Executive Assistant
Tina Baker, CPRB Internal Auditor
Deana Gose, Manager, Refunds/Deaths/RMD's
Tim Abraham, CPRB Chief Compliance Officer
John Galloway, CPRB Chief Financial Officer

Item #3: Approval of the April 24, 2019, Meeting Minutes.

Mr. Vallet made a motion to approve the April 24, 2019 meeting minutes. The motion was seconded by Captain Corsaro. The motion carried.

Item #4: May 2019 APPFA Conference

Tina Baker, CPRB Internal Auditor, reported that she had attended the Association of

Public Pensions Fund Auditors conference in New Orleans, Louisiana from May 6, 2019 to May 8, 2019. She provided a copy of her Certificate of Continuing Professional Education to the committee members. She then answered questions from the committee members about the conference.

Item #5: PERS Refunds Follow-Up Review

Ms. Baker reported that she had conducted a follow-up review of the PERS refunds. She stated that the initial audit was conducted in 2017 to determine whether internal controls in place were sufficient and operating as intended to ensure requests for refunds from PERS had been permitted, calculated, paid and posted in accordance with provisions of West Virginia State Code and the West Virginia Code of State Rules. She stated that the scope of this review were PERS refunds paid out between March 31, 2018 and March 1, 2019.

Ms. Baker reviewed her Summary of Findings, which included the following: policies and procedures for refunds processes developed and compiled into a unified policies and procedures manual, the use of a checklist for completing the refund process to strengthen controls over the refund process and others. She reviewed other findings and her recommendations to the agency. She then answered questions from the committee members.

Captain Corsaro made a motion to accept the report of the PERS Refunds Follow-Up Review as presented by the Internal Auditor. Mr. Vallet seconded the motion. The motion was adopted.

Item #6: Interim Update: CPRB Compliance Program and PERS Compliance Review

Chairman McVey recognized Tim Abraham, Chief Compliance Officer, who reviewed a memorandum he had prepared for the Internal Audit Committee members and the Board of Trustees focusing on the Comprehensive CPRB Compliance Program. After his review, he


informed the Committee that he would be presenting the PERS and TRS Compliance Reviews during the November 2019 Internal Audit Committee meeting. He then answered questions from the committee members.

Item #7: Other Business

The Chair inquired as to other business. None was heard.

There being no further business to come before the committee, Captain Corsaro made a motion to adjourn the August 20, 2019 meeting of the CPRB Internal Audit Committee. The motion was seconded by Mr. Vallet. The motion carried. The meeting adjourned at 2:55 p.m.

Respectfully submitted,


Cabinet Secretary Allan L. McVey, Chair


Jeffrey H. Fleck, Executive Director