



**MINUTES OF THE MEETING OF
THE OHIO LOTTERY COMMISSION AUDIT COMMITTEE**

**HELD AT:
THE FRANK J. LAUSCHE BUILDING
ROOM 200
615 WEST SUPERIOR AVENUE - CLEVELAND, OHIO 44113**

**December 19, 2016
10:00 A.M.**

Present at the meeting were the following:

Sean Whalen, Chairman, and Commissioner, OLC
Angela Mingo, Member and Commissioner, OLC
Dennis Berg, Director, OLC
Greg Bowers, Deputy Director, Finance, OLC
Cindy Klatt, Chief Audit Executive, Office of Internal Audit, OBM
Hesham Sayed, IT, Audit Chief, Office of Internal Audit, OBM
Joseph Volpi, Office of Internal Audit, OLC
Jim Brown, IT Manager, OLC
Lawrence J. Miltner, Chief Legal Counsel, OLC
Diane Nagorny, Office of Internal Audit, OLC
Liz Popadiuk, Deputy Director of Human Resources, OLC
Carla Reeves, Office of Internal Audit, OLC
Jane Parker, Office of Internal Audit, OLC
Jennifer Wilson, Deputy Director of Internal Audit, OLC
Matt Goldman, Senior Audit Manager, Financial Audit, AOS
Brian Ohl, Assistant IT Auditor, Information Systems, AOS
Noreen Burke, Senior Audit Manager, Information Systems, AOS
Maria Jackson, Assistant Chief Auditor, Information Systems, AOS

Not Present:

Trevor McAleer, Member and Commissioner, OLC

CALL TO ORDER

The Ohio Lottery Commission (“OLC”) Audit Committee Meeting of December 19, 2016, was called to order at 10:00 A.M. at the Frank J. Lausche Building, Room 200 by Chairman Sean Whalen.

APPROVAL OF MINUTES OF September 19, 2016

- Chairman Whalen asked the Commissioner whether there were any questions regarding the meeting minutes. Chairman Whalen requested a motion to approve September 19, 2016, minutes.
- Commissioner Mingo moved for approval. All Audit Committee Members present affirmatively voted on the motion.

CHAIRMAN'S COMMENTS

- Chairman Whalen stated as we move forward into the year 2017 there are a couple of significant matters that he would like to discuss.
- Chairman Whalen stated he would like an update from Deputy Director Wilson on the preparations for the Peer review, which is scheduled for Fall, 2017.
- Chairman Whalen stated the Annual Risk Assessment activity exercise would begin in January 2017 and go through March 2017. Chairman Whalen stated this exercise is a vital part for planning purposes for the upcoming fiscal year 2018 plan. Chairman Whalen stated this exercise is an opportunity for the Audit Committee to understand the Internal Audit universe the associated risks. Chairman Whalen stated the Audit Committee would discuss periodically during the audit meetings whether the risks rated are high-risk as opposed to a medium or low risk. Chairman Whalen stated this is an opportunity for management to work with the Internal Audit department to determine the risk ratings, also, to discuss what audits should be included in the risk plan.
- Chairman Whalen also stated that the Institute of Internal Auditors (IIA) had released new standards that will be integrated into the Department of Internal Audit policies and procedures and Charters. Chairman Whalen stated the new standards would be included in the Internal Audit and Audit Committee charters for the March meeting.
- Chairman Whalen asked whether there were any questions regarding his comments. There were no additional comments; Chairman Whalen directed the meeting to Deputy Director, Jennifer Wilson.

DEPUTY DIRECTOR OF INTERNAL AUDIT REPORT

- Ms. Wilson introduced Jane Parker, the new Internal Auditor. Ms. Wilson stated Jane came to the lottery with audit experience from Deloitte. Ms. Parker has twenty-five years of experience at the lottery in various positions such as Internal Auditor, Accounting Supervisor, and Senior Financial Analyst in both claims and financial departments. Ms. Parker has a Bachelor degree in Business Administration with a concentration in Accounting from Baldwin-Wallace. Ms. Wilson stated she is very pleased that Ms. Parker has agreed to join the Internal Audit team.

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- Ms. Wilson noted that three audits were not included in the electronic materials, i.e., SMI (Supply Management Inventory), IT general control, and IT application development. Office of Budget Management (OBM) conducted these audits.
- Ms. Wilson stated we would continue to follow the format from September's Audit Committee meeting. Ms. Wilson stated she would present the audits in order of high, medium, and then low-risk audit issues, not by Audit reports. Ms. Wilson stated if there were no further questions, she would move onto the Dashboards.
- Chairman Whalen asked Ms. Wilson how is Teammate overall performance and has it been a useful tool for management. Ms. Wilson stated that Teammate has been very beneficial to all parties. Ms. Wilson stated that once all the information is entered into TeamMate, the auditors can generate reports. This function has been a tremendous help to staff. Chairman Whalen asked Ms. Wilson if Teammate has periodic upgrades. Ms. Wilson stated yes, and the lottery IT department has been great in assisting with the improvements.
- Ms. Wilson moved onto the Dashboard. Ms. Wilson stated that the first pie chart located in the upper left-hand corner of the Dashboard is FY 2017 Audits per Status. Ms. Wilson stated we are half way through FY 2017, which correlates that we should be half way through the audit plan and have completed six audits. However, three of those audits directly relate to this year's audit plan. The other three audits from last year's audit plan are considered carried over. Ms. Wilson stated that currently, we are 30% of reaching our goal of 80% of completion. Ms. Wilson stated some resources were spent on ensuring three of the carry over audits were complete.
- Ms. Wilson stated for the first quarter the Internal Audit department had only two auditors. Ms. Wilson stated that although her department has three auditors that Ms. Parker has to become familiar with the department's process and the new standards. Ms. Wilson stated that there is a learning curve for the new auditor.
- Ms. Wilson stated that in the justification analysis letter for an additional auditor that she and her staff went through the exercise of assigning levels of effort regarding how many hours it would take to complete the entire audit universe. Ms. Wilson stated when she compared the level of effort with the audit plan with the available number of audit hours that she has she had determined that there would be a slight decline of reaching the department's goal of completion. Ms. Wilson stated based on the analysis we should reach 75% of our completion goal.
- Chairman Whalen asked given the information provided does the Deputy Director know what direction to move to achieve the goal of completion.

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- Ms. Wilson stated yes. In one audit, the objectives in fieldwork are complete. Ms. Wilson stated that once she reviews fieldwork information, then this would increase to 40% completion rate. Ms. Wilson stated the Performance evaluation audit is not included in this report and is indicated as a compliance audit. Ms. Wilson stated that her department is only testing the number of performance evaluations completed and not the content of the evaluation. Ms. Wilson stated if the Performance Evaluation audit shows a gap, she and her staff will make recommendations as applicable.
- Ms. Wilson stated the Retailer Winnings audit is noted in the planning stage. However, the planning stage is complete, and she will review the documents before the audit changes to the next phase, which is the fieldwork stage.
- Ms. Wilson stated that the Game Show audit is also in the planning stage. Also, the Matter Management Software audit has been assigned. Ms. Wilson stated that completing all three audits; we would achieve 80% completion.
- Ms. Wilson stated we have one high-risk audit, Player Loyalty program audit as well as three medium risks and one low-risk audit that are currently pending to be assigned. Ms. Wilson stated the high-risk audit would be a priority.
- Ms. Wilson stated the Office of Management and Budget (OBM) is scheduled to review five OLC audits. Ms. Wilson stated the Access Control audit is complete and will be discussed in today's Audit meeting. Ms. Wilson stated Amy Radebaugh, Internal Audit Section Chief, OBM has been reviewing OLC's Department of Internal Audit audits in anticipation of the Peer review. Ms. Wilson stated since we are in the process of preparing for 2017 Peer review, Ms. Radebaugh has been collecting audits on a quarterly basis and has provided feedback on compliance. Chairman Whalen asked if the feedback has been beneficial. Ms. Wilson stated yes. The latest report indicated a couple of minor issues and Ms. Radebaugh explained the reasons why. Ms. Wilson stated that Ms. Klatt, OBM stated at their Audit Committee meeting that the RFP is scheduled to be distributed in January 2017.
- Ms. Wilson stated that under the direction of the Office of Budget Management, the Payment Card audit is complete. Ms. Wilson stated this audit was not included in the audit plan and no issues were identified. Ms. Wilson stated the remaining audits are the Regional and Retailer Supply inventory audit which is in the pre-scope audit phase. Ms. Wilson stated that she met last week with those individuals regarding this audit. Also, the Vouchers and the Retailer Compliance Inspection Program audits are pending. Ms. Wilson asked the Audit Committee whether there were any comments or questions regarding the first pie chart on the dashboard.

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- Commissioner Mingo asked if we have an approximate timeframe to assign the Player Loyalty high-risk audit. Ms. Wilson stated she is considering assigning the Player Loyalty audit in January 2017. Ms. Wilson stated once the Retailer Winnings audit is in the fieldwork stage then she will assign the Player Loyalty audit. Ms. Wilson stated she believes it is too early to assign two audits to the new Auditor. Ms. Wilson stated that she wants the new auditor to focus on the current audit assignment. Also, Ms. Wilson believes that it is important for the new auditor to become familiar with IA's processes.
- Ms. Wilson moved onto the second chart labeled Corrective Action Timeliness. Ms. Wilson stated that the last Audit Committee meeting she noted that (41) forty-one issues were opened. Ms. Wilson stated that this quarter there are (48) forty – eight issues that are currently opened. Ms. Wilson stated that last quarter she reported that (7) seven issues were closed. This quarter there are (21) twenty-one closed issues. Ms. Wilson stated most of the issues closed are categorized as being late.
- Ms. Wilson moved to the next chart titled Total Issues Open/Closed in FY 2017. Ms. Wilson stated that for the fiscal year 2013 the number remains the same as this represents the Business Continuity/ Disaster Recovery issues. Ms. Wilson stated there are no issues in FY 2014. Ms. Wilson stated once the FY 2013 issues are complete we will no longer be reporting FY 2014. Ms. Wilson stated that for FY 2015 she reported (9) nine issues for FY 15. This quarter there are (7) seven open issues all of which are medium risk. Also, last quarter she reported (16) sixteen open issues, this quarter there are (14) fourteen open issues. Ms. Wilson stated that last quarter there were (4) four closed issues. This quarter there are (10) ten closed issues (2) two high risk, (7) seven medium and (1) one low risk.
- Ms. Wilson stated for FY 2017 (12) twelve new issues have been identified. Also (4) four of the (12) twelve have been closed.
- Ms. Wilson stated the last two charts identify those departments that have issues that either are opened or have been closed.
- Ms. Wilson moved onto the FY 2017 Internal Audit Quarterly Status Report. Ms. Wilson stated none of the risk levels has changed except for the Training audit, which was reduced from a medium risk to a low risk from the last Audit Committee meeting discussion.
- Chairman Whalen asked about the process for Intralot CSP. Ms. Wilson stated that there was an RFP issued for services for the Ohio Lottery CSP function. Ms. Wilson stated to her knowledge the RFP is in the selection phase.
- Executive Director Berg stated the selection phase is very near to completion.
- Chairman Whalen stated we would postpone discussions until the outcome is identified.

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- Executive Director Berg stated that this process is controlled by the Department of Administrative Services (DAS). He stated the lottery is respecting DAS protocols.
- Ms. Wilson moved onto the Aging Accountability Report. Ms. Wilson stated that the report has been shared with senior management and is part of her Bi-weekly report. Ms. Wilson stated by adding the report to the Bi-weekly this keeps senior management informed on an on-going basis. Ms. Wilson stated that the Aging Accountability report also assists in organizing follow-up audits. Ms. Wilson stated she welcomes any changes that are advised by the Audit Committee and senior management.
- Chairman Whalen stated he specifically likes the Aging Accountability report because it summarizes all the outstanding audits that the Audit Committee members need to pay close attention to and this report helps to review the last known action relating to each audit. Chairman Whalen stated that this report would help not only the Audit Committee but also senior staff to work more efficiently on those audits/issues that may require more time to complete.
- Commission Mingo stated she agrees with Chairman Whalen. She stated that the report has been very helpful. Commissioner Mingo stated she noticed some audits were nearing the estimated due date. In particular, the Multi-State Lottery compliance reviews. Commissioner Mingo wanted an update on the progress of those issues.
- Ms. Wilson stated the Aging Accountability report is current. Ms. Wilson posed the question to senior staff that was present if there were any additional updates on this audit/issue. There were no other comments from senior staff. Ms. Wilson stated that further discussion would take place during executive session regarding those audits/issues for which Commission Mingo has questions. Ms. Wilson stated that those audits are considered security records.
- Ms. Wilson completed her report on the dashboard.
- Chairman Whalen asked whether there were any questions or comments for the Deputy Director of Internal Audit. There were no additional comments.
- Chairman Whalen directed the meeting to the Auditor of State staff.

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AUDITOR OF STATE REPORT

- Matt Goldman, Senior Audit Manager, Financial, Auditor of State thanked the Audit Committee for inviting them. Mr. Goldman introduced Brian Ohl, Team Leader, Information System Staff Auditor, Noreen Burke, Senior Audit Manager, Information Systems and Maria Jackson, Assistant Chief Auditor, Information Systems.
- Mr. Goldman stated the Auditor of State conducts their audits in accordance with the Generally Accepted Accounting Principle (GAAP), the United States' Government Auditing Standards. Mr. Goldman stated his department performs annual audits at the Ohio Lottery Commission. Mr. Goldman stated that they divide the audit into two categories: Financial and Information Systems. The Financial auditors review the Comprehensive Annual Financial Report's (CAFR) various balances, which are subject to various controls, and the Information Technology auditors test all of the IT components of the different systems at the lottery.
- Mr. Goldman stated that they conducted their fieldwork in August 2016 and concluded their findings on September 30, 2016. Mr. Goldman stated that the documents that were provided state "Confidential Draft." However, last Thursday the CAFR, in addition to the entire report, were released to the public. Mr. Goldman stated Mr. Bowers, Deputy Director, Finance has copies of the CAFR.
- Mr. Goldman stated that the Auditor of State's responsibility is to report the Ohio Lottery's basic financial statements. Mr. Goldman stated that the audit evidence that they have obtained is sufficient and appropriate to support their audit opinions.
- Mr. Goldman stated in addition to reviewing the CAFR, the Auditor of State considered other aspects which include, Management's discussion and analysis and schedules of net pension liabilities and other supplemental information.
- Mr. Goldman stated that they observed the Ohio Lottery's internal controls. Mr. Goldman stated there were no material control issues and nothing of severe matter to discuss. Mr. Goldman stated that they did have some management review comments that were sent in a separate letter. Mr. Goldman stated that most of the comments referred to Information Technology. One comment referenced the financial aspect of their report. Mr. Goldman stated that this related to Ohio Lottery GASB Statement Number 68 on underfunded pension liabilities. However, the variances were immaterial to the financial statements. Mr. Goldman stated that their recommendation to the Ohio Lottery is to review its calculations for GASB 68 and ensure all requirements of this standard are met in the future.
- Mr. Goldman introduced Brian Ohl, Team Leader, and Information Systems to report on the Information Technology audit findings.

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- Mr. Ohl stated the first comment was on **IT- Incompatible Job Functions (LAN/WAN)**. Mr. Ohl stated that the Ohio Lottery should work toward implementing procedures to reduce the risks associated with incompatible duties. Jim Brown, the IT Manager, stated that they are in the process of converting the functions.
- Mr. Ohl moved on to **IT – Program Change Documentation (LAN/WAN)**. Mr. Ohl stated that there was no documentation stating that the program changed and no testing supported that the program changed. Mr. Ohl stated that Manage Engine, a helpdesk software tool, is currently in place to help facilitate the tracking of change as the modification moves from request through development and implementation. Mr. Ohl stated that the Auditor of State recommends that the Ohio Lottery modify their existing policies and procedures to comply with the standards for retention of user acceptance testing. The testing performed and user acceptance should be documented in the ManageEngine helpdesk ticket. These changes require that test scripts and results are to be retained for subsequent review by management.
- Mr. Ohl moved on to **IT – Security Policy Acknowledgement (Mainframe and LAN/WAN)**. Mr. Ohl stated that documentation to support the acknowledgment of receipt of the security policies was not available for one of the twenty- two individuals selected for review. Mr. Ohl stated that the Ohio Lottery should ensure documentation to support employee acknowledgment of the security policies is obtained for all Ohio Lottery employees.
- Chairman Whalen asked if we follow-up as to ensure employees acknowledge the security policy. Ms. Elizabeth Popadiuk, Deputy Director, Human Resources stated that they are in the process of automating the policies and that they are pending approval from the Legal Department whether or not the policies will be electronic or in paper format so that employees can acknowledge that they have read the policies and procedures. Ms. Popadiuk stated that all of the IT policies that were pending had been issued to employees. Also, Human Resources is in the process of reviewing each and every Ohio Lottery employee to ensure that they are compliant with acknowledgment of all current policies.
- Commissioner Mingo asked if the acknowledgment of electronic policies is a new process. Ms. Popadiuk and Mr. Brown stated yes. Ms. Popadiuk stated that this new process was established in March 2016.
- Mr. Ohl moved on to the **IT – Bi-Annual Review of Key Card Access**. Mr. Ohl stated that Ohio Lottery had prepared a general policy entitled, Key Card System Procedures, which states that the Office of Security will conduct bi-annual audits of the Key Card Access system to ensure the access granted is appropriate based on current employment status and job function. Mr. Ohl stated that last year only (1)

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one bi-annual audit of Intralot employees' key card access was completed. Mr. Ohl stated no audits were performed by personnel from the Lottery, Auditor of State, Lausche State Building or vendors/contractors. Mr. Ohl stated that the Auditor of State recommends that the Ohio Lottery should confirm continued need for the assigned access with the outside agency to ensure all individuals with access to the Lottery facilities are appropriate. Mr. Brown, IT Manager, stated that audits are currently being performed for access to the computer room.

- Chairman Whalen asked Mr. Brown if he is performing a comprehensive review or random checking. Mr. Brown stated that he is ensuring that Lottery employees have the appropriate access. Chairman Whalen asked if this aligns with their job descriptions. Mr. Brown stated yes, they are reviewing those individuals who have access to the computer room; in particular, those areas that are highly sensitive. Chairman Whalen asked if IT has an after-hours access policy. Mr. Brown stated that the Key Card access policy explains after hours permission.
- Mr. Ohl moved onto the **IT – Network Diagram Update**. Mr. Ohl stated that the Lottery had created a Network diagram in 2010, but it has not been updated to reflect changes in the environment in the last five (5) years.
- Chairman Whalen asked how often the Network diagram is updated. Mr. Ohl stated that they considered the document as a living document. The document should be updated when any change occurs. Mr. Brown stated that the Lottery is in the process of converting to One Network which is a statewide initiative. Mr. Brown stated that all users would have access to One network. Mr. Brown stated part of the process is to create/update the Network diagram so that they can identify all of the systems.
- Commission Mingo asked if we have an estimated timeframe of when this will be complete. Mr. Brown stated this upcoming fiscal year.
- Mr. Ohl stated that this concludes the IT portion of his report.
- Mr. Goldman stated that this was their overall audit report and that they perform procedures for the Multi-state lottery commission which included MegaMillion, MegaBall, PowerPlay, and in 2016, Lucky for Life was added. Mr. Goldman asked whether there were any questions or comments regarding the report and or the audit process.
- Chairman Whalen asked if the engagement went well. Mr. Goldman stated everyone was very cooperative in providing the Auditor of State the information that he or she needed.
- Ms. Wilson stated that the issues that the Auditor of State identified would be added into Teammate for Internal Audit to follow up and to obtain responses from management regarding additional information on estimated completion dates before the Auditor of State's revisit.

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- Mr. Bowers, Deputy Director, Finance acknowledged his Finance team for providing the information to the Auditor of State in a timely fashion.
- Chairman Whalen thanked the Auditor of State staff for their time. The members of the Auditor of State left the room, and Chairman Whalen proceeded with the remainder of the meeting.

EXECUTIVE SESSION

- Chairman Whalen stated, “At this time I would like to move to go into Executive Session to consider security and infrastructure records required to be kept confidential by Ohio Revised Code section 149.433, and to consider preliminary reports of Internal Audit of the Office of Budget Management (OBM) required to be kept confidential by Ohio Revised Code 126.48.”
- The motion to go into Executive Session was second by Commissioner Mingo. A roll call vote was taken by Ms. Reeves, and all Audit Committee members present affirmatively voted on the motion.
- The Audit Committee moved into Executive Session at 10:35 a.m.
- The Audit Committee moved out of Executive Session at 11:29 a.m.

INTERNAL AND EXTERNAL AUDIT REPORT REVIEW

- The first issue is the **Bank Reconciliation audit**. Ms. Wilson stated the Deputy Director of Finance was researching various financial accounting systems in order to be more automated. Ms. Wilson stated she had not received any additional updates since the last Audit Committee meeting. Mr. Bowers responded that he has had several discussions with their current software vendor regarding identifying the needs of their financial accounting system. Also, Mr. Bowers spoke with another top supplier. Mr. Bowers is expecting to make a decision by February 2017, and he is expecting the system to be implemented by the end of the fiscal year 2017.
- Commissioner Mingo asked if the Lottery has identified areas where the Lottery is looking for something specific or new in terms of a software update or is the Lottery looking at other options as to take into consideration other options for the software that is currently being used. Mr. Bowers stated that Finance wants to upgrade their current general accounting system in addition to adding modules for Bank Reconciliation. Mr. Bowers stated that they are still researching how to implement accounts inventory and receivable systems as they are different from bank reconciliation.
- Chairman Whalen asked Mr. Bowers if he has seen a significant improvement from a position of reporting. Mr. Bowers stated that yes. Mr. Bowers stated that Tableau dashboard would interface with our finance system. Mr. Bowers is to report back to March's Audit Committee for updates.
- Ms. Wilson moved on to the **Contract Compliance Management audit**. Ms. Wilson stated a closing memo was issued. Mr. Bowers stated regarding contract evaluations; he sent an email reminder to the contract owners who have not complied. Mr. Bowers stated, as mentioned at the last Audit Committee meeting, there are outstanding contracts that require the contract owners to be compliant. Mr. Bowers stated that the management team is working on ensuring that those contracts are compliant.
- Commissioner Mingo asked if we have provided a date to the contract owners to respond. Mr. Bowers stated that he believes the contract manager has and that he sent a reminder email last week.
- Executive Director Berg stated that management is reviewing the Vendor Management and Contract Policy. Executive Director Berg also stated depending on the contract, for example, the Gaming System Contract he and the management team meets monthly with the Vendor to ensure there are no issues. Executive Director stated there is collaboration with the vendors on any issues that they may have.
- Chairman Whalen stated that it sounds like there is consistency and some level of understanding and expectations as it relates to monitoring the vendor policies to ensure that the vendors are in compliance.
- Commissioner Mingo asked if we have an agreement with the vendors regarding the Lottery's expectations of the deadline dates for contracts. Mr. Bowers stated yes.

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- Chairman Whalen asked Mr. Bowers to provide the Committee an update on progress going forward. Mr. Bowers stated he would provide an update at June's Audit Committee.
- Ms. Wilson moved on to the **Lottery Profits Education Funds (LPEF) audit**. The issue entails acquiring meaningful reports from BOS and that IT is working on providing this information to the General Accounting Supervisor. Ms. Wilson stated that she spoke with Luigi DiRienzo, IT Supervisor and that his staff is currently working on this issue. Ms. Wilson will follow – up with Mr. DiRienzo on his progress.
- Ms. Wilson moved on to the **AOS audit**. She stated this issue referenced last year's audit in regards to LAN/WAN. The Auditor of State also noted this same issue in this year's audit. Mr. Brown stated that the application changes are complete. Mr. Brown stated that he would follow up with Roman Popadiuk, IT Manager, in regards to the hardware application. Mr. Brown stated this year's finding by the Auditor of State is about the testing results of the hardware application. Mr. Brown stated that last year's audit was due to a different system finding.
- Ms. Wilson moved on to the **Social Media audit**. Ms. Popadiuk stated that 95% of the policies are complete. The General Service's policies are due Friday, December 23rd. Ms. Popadiuk stated that the Human Resources policies have been revised and will be sent to the Legal Department for review. Ms. Popadiuk stated she would provide the Audit Committee an update at March's Audit Committee meeting.
- Chairman Whalen asked if we have a policy on policies. Ms. Popadiuk stated yes.
- Commissioner Mingo asked if OLC has an established policy review team. Ms. Popadiuk stated no, the divisions/departments are responsible for reviewing their policy and then transferring the policy to Human Resources to review for compliance and then the policy goes to the Legal department for final approval.
- Chairman Whalen asked how often policies are reviewed. Ms. Popadiuk stated that policies are scheduled to be reviewed annually.
- Legal Counsel Miltner stated that we have twice submitted language to the Office of Budget Management regarding protecting audit report drafts from public records requests.
- Mr. Miltner stated our attempts have failed. However, we are going to make another attempt so that our language will align with the Office of Budget Management and the Department of Administrative Services.
- Chairman Whalen asked if we have a timeline on when we can know the outcome on whether the confidentiality language is approved. Mr. Miltner stated that we are still awaiting an answer.

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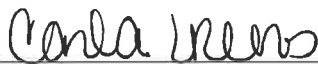
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ADJOURNMENT

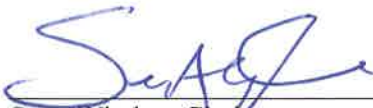
- Chairman Whalen called for adjournment of the meeting at 11:51 a.m.

Prepared by:



Carla Reeves, Administrative Professional

Approved by:



Sean Whalen, Chairman