



**MINUTES OF THE MEETING OF
THE OHIO LOTTERY COMMISSION (OLC) AUDIT COMMITTEE**

**HELD via MICROSOFT TEAMS/ 3rd Floor NIS Conference Room
615 WEST SUPERIOR AVENUE - CLEVELAND, OHIO 44113**

**September 8, 2021
10:00 A.M.**

Present at the meeting were the following:

Angela Mingo, Madam Chair and Commissioner, OLC
Martin Sweeney, Audit Committee Member and Commissioner, OLC
Matthew Szollosi, Audit Committee Member and Commissioner, OLC
Sean Webster, Assistant Director, OLC
Cindy Klatt, Chief Audit Executive, Office of Budget and Management
Erin Brown, Section Chief, Office of Budget and Management
Kelly Salamone, Section Chief, Office of Budget and Management
Gregory Beyer, Deputy Director of Internal Audit, OLC
Carla Reeves, Office of Internal Audit, OLC
Jane Parker, Office of Internal Audit, OLC
Joseph Volpi, Office of Internal Audit, OLC
Diane Nagorny, Office of Internal Audit, OLC

Not Present:

Nicole Kostura, Assistant Director, OLC

CALL TO ORDER

- The Ohio Lottery Commission's (the "OLC") Audit Committee Meeting of September 8, 2021, was called to order by Madam Chair Angela Mingo at 10:03 a.m. via Microsoft TEAMS.
- Madam Chair Mingo asked Ms. Carla Reeves to take a roll call of all Audit Committee members that were present. Roll call was called, and all Audit Committee members were present.

APPROVAL OF MINUTES OF June 9, 2021

- Madam Chair Mingo asked the Audit Committee Members whether there were any questions regarding the June 9, 2021 Meeting Minutes. There were no questions at that time. Madam Chair Mingo made a motion to approve the Minutes. Commissioner Szollosi seconded the motion to approve the Meeting Minutes, Ms. Reeves took a roll call vote, and all Audit Committee Members present affirmatively voted. The motion passed 3-0.

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MADAM CHAIR COMMENTS

- Madam Chair Mingo welcomed everyone to September's Audit Committee meeting.
- Madam Chair Mingo stated she was pleased to hear that several of the older audit issues were closed.
- Madam Chair Mingo concluded her comments and directed the meeting to Deputy Director Gregory Beyer for his update on the Fiscal Year 2021 Internal Audit Annual Report.

DEPUTY DIRECTOR, OFFICE OF INTERNAL AUDIT COMMENTS on the FISCAL YEAR 2021 INTERNAL AUDIT ANNUAL REPORT

- Deputy Director Beyer provided the Audit Committee a high-level overview of the Fiscal Year 2021 Internal Audit Annual Report. Deputy Director Beyer noted that there were eight total projects completed, and twenty-three issues that were reviewed and implemented.
- Deputy Director Beyer also mentioned that the Client Survey results remained steady. He stated our goal was to achieve an 80% positive rating from our auditees, we achieved a positive rating of 96% for Fiscal Year 2021.
- Deputy Director Beyer stated that although the Client Survey results remained favorable, the total number of post survey results declined, and that we will be looking at other options to improve participation.
- Deputy Director Beyer concluded his comments on the Internal Audit Annual Report. He asked whether there were any questions. There were none.
- Madam Chair Mingo moved for a motion to approve the Fiscal Year 2021 Internal Audit Annual Report. Commissioner Sweeney seconded. Ms. Reeves took a roll call vote, and all Audit Committee Members present affirmatively voted. The motion passed 3-0.

ASSISTANT DIRECTOR SEAN WEBSTER UPDATES

- Assistant Director Webster stated he was pleased to hear that Deputy Director Beyer was able to close several of the long-standing audit issues.
- Assistant Director Webster shared with the Audit Committee the development of the Lottery Commission Telework Policy. He stated that the policy was approved by Executive Director McDonald and the Department of Administrative Services (DAS) according to the State's procedures. Assistant Director Webster stated that each Deputy Director was asked to provide and develop their own telework policy for their department.
- Assistant Director Webster stated that the purpose of the Telework Policy was not only to provide staff flexibility but to improve the agency's operations. He also stated that no staff will be full-time teleworking, and that staff would be required to come into the office on a regular basis.
- Assistant Director Webster stated that Executive Director McDonald was still reviewing each department's telework plan and he should have most if not all plans reviewed and approved by the end of next week.
- Madam Chair Mingo thanked Assistant Director Webster for his update and stated that she was happy to hear that the Lottery was open to providing staff the option to telework. In addition, she stated that she appreciated that the Lottery was opting for a hybrid model.

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- Madam Chair Mingo asked whether there had been any general feedback from staff as it related to the Telework Policy.
- Assistant Director Webster answered stating that the feedback was favorable from Deputy Directors and staff. The Deputy Directors were able to develop their own telework policy while asking for feedback from their staff. Overall staff and Deputy Directors are in favor of the new Telework Policy.
- Commissioner Sweeney asked whether Executive Director McDonald reviewed the policies. Assistant Director Webster stated that they reviewed each telework plan with the individual Deputy Directors. Once approved the policies were presented to the Director of Human Resources, Assistant Director Kostura, and Assistant Director Webster. The last stage was for Executive Director McDonald to review the policies for final approval.
- Commissioner Sweeney asked whether an employee could opt to telework on a full-time basis. Assistant Director Webster stated that they have not encountered that situation.
- Commissioner Szollosi asked what percentage of staff opted for telework compared to staff that preferred to work in the office.
- Assistant Director Webster stated that for Security staff, Sales field staff, and staff that work at the Racino's, it was mandatory that they work in their respective areas. He stated that administrative staff at the Lausche building and at Strongsville would work a hybrid schedule.
- Madam Chair Mingo asked whether there were any additional questions. There were none.

DEPUTY DIRECTOR, OFFICE OF INTERNAL AUDIT COMMENTS

- Deputy Director Beyer provided the Audit Committee a high-level report on the results of the Stay-at-Home Order special project. He stated the intent of the project was to assess how the Lottery responded to the effects of the COVID-19 pandemic and the Stay-at-Home Order.
- Deputy Director Beyer noted that, within ten calendar days, the IT Lottery staff was able to assist 90% of staff to work remotely from home.
- Deputy Director Beyer stated that the biggest challenge for staff was using the Virtual Private Network (VPN). IT emailed staff step by step instructions on how to accomplish logging into the VPN to perform various aspects of their job duties.
- Deputy Director Beyer mentioned that another challenge was the use of software applications such as TEAMS, BOS and so forth. During the first weeks of telecommuting, the IT Help Desk received numerous calls on how to operate or access those applications. However, IT was able to rectify these issues by emailing staff step by step instructions on how to access those applications.
- Deputy Director Beyer stated that, despite challenges, the Lottery was able to launch the new Mobile Cashing Application for mid-tier prizes in the \$600-\$5000 price point. The Cash Explosion team was able to quickly evolve and launched a play at home version of the Cash Explosion game.
- Deputy Director Beyer stated that overall, the Lottery's response to the Stay-at-Home Order was successful, as it allowed the Lottery to continue to fulfill its mission which is to support Ohio's schools.
- Deputy Director Beyer concluded his update and opened the floor for questions.
- Commissioner Szollosi asked if when IT emailed staff instructions on how to access the applications, there was a significant decline in number of Help Desk calls.
- Deputy Director Beyer answered stating that, yes, the number of calls did decrease.

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- Assistant Director Webster added that when they removed the Timesheet application from the VPN, this also contributed to the decline of calls to the Help Desk.
- Deputy Director Beyer moved on to the Dashboard.
- Deputy Director Beyer stated that there were several engagements in the fieldwork stage. He added that the majority of the opened issues were Medium Risk and there were three opened High-Risk issues.
- Deputy Director Beyer moved on to the Quarterly Status Report.
- Deputy Director Beyer provided a detailed report of the status of each audit.
- Deputy Director Beyer noted that a new Deputy Director of Security was hired and that he would begin September 20, 2021. He added that once he gets onboarded, Deputy Director Beyer would schedule a meeting to discuss the Monitoring Program.
- Deputy Director Beyer added that the Office of Budget and Management (OBM) currently was conducting the Select-4 Contract Audit. Cindy Klatt, Chief Audit Executive, OBM, would update the Committee during Executive Session.
- Deputy Director Beyer concluded his report. He asked whether anyone had any questions. There were none.

EXECUTIVE SESSION

- Madam Chair Mingo stated that, “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 §§121.22 and 149.433”. Madam Chair Mingo’s motion was seconded by Commissioner Sweeney. Ms. Reeves took a roll call vote, and all Audit Committee Members present affirmatively voted. The motion passed 3-0.
- The Audit Committee moved into Executive Session at 10:15 a.m.
- The Audit Committee moved out of Executive Session at 10:30 a.m.

NEW BUSINESS ITEMS

- Deputy Director Beyer noted the Auditor of State (AOS) team would present at December’s Audit Committee meeting to report results of the Fiscal Year 2021 Audit.

ADJOURNMENT


- Madam Chair Mingo called for adjournment of the Meeting at 10:45 a.m.

Prepared by:

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Carla Reeves, OLC IA Administrative Professional

Approved by:

Angela M. Mingo

Madam Chair Angela Mingo, OLC Audit Committee

Signature: 
Angela M. Mingo (Dec 9, 2021 09:23 EST)

Email: angela.mingo@nationwidechildrens.org

Signature:

Email: