



**DRAFT**

## **Minutes**

### **Finance and Audit Committee**

**Wednesday, Nov. 19, 2008**

**2 p.m.**

Commonwealth Enterprise Solutions Center

Chesterfield Conference Room

11751 Meadowville Lane, Chester, VA 23836

### **Members Present**

Scott Pattison, Chair  
Walter Kucharski  
Jim McGuirk, II

Len Pomata  
Bert Reese (via telephone due to illness)

### **Members Absent**

None

### **Also Present**

Shelia Alves, Commonwealth Security  
Peggy Feldmann, Chief Applications Officer  
Jim Roberts, VITA Finance and Administration  
Lem Stewart, Chief Information Officer  
Peggy Ward, Commonwealth Security  
John Westrick, Counsel

### **Call to Order**

Mr. Pattison called the meeting of the Information Technology Investment Board's Finance and Audit Committee to order at 2:03 p.m. and welcomed all in attendance. Ms. Ward called the roll. There was a quorum.

### **Approval of Minutes**

Mr. Pattison presented the minutes of the July 18, 2007, Finance and Audit Committee meeting.

*A motion was made by Mr. Pomata and seconded by Mr. McGuirk.*

All voted in the affirmative on a voice vote.

## Audit Report

Ms. Shelia Alves presented the Internal Audit Work Plan Closeout Summary for the audit period ending October 2008 and Proposed Audit Plan for the next audit period (November 2008-October 2009).

Mr. McGuirk asked if audits not completed this year are carried over to the next year and Ms. Alves stated yes. Ms. Ward clarified that there were a few exceptions to that and went on to state that the follow-up network perimeter audit was intentionally removed as a result of expected updates at transformation. She said three additional audits not completed this year were moved to 2010.

Mr. Pomata asked if the follow-up on network perimeter audit would be scheduled. Ms. Ward stated that the audit should be conducted after the network environment is at steady state, which should coincide with 2010 audit year depending on when network transformation is complete. Mr. Pomata asked if the audit is dependent on IT infrastructure transformation scheduled for completion in July 2009. Ms. Ward replied yes, but noted that the 2010 audit plan starts in November 2009 allowing for a few months of steady state operations.

*Mr. Pomata moved and Mr. McGuirk seconded approval of the Internal Audit Plan for the period November 2008 through October 2009.*

All voted in the affirmative on a voice vote.

## VEAP Budget

Mr. Pattison called on CAO Peggy Feldman for a presentation on the financial status of the Virginia Enterprise Applications Program (VEAP). Actual and projected revenues and expenses for FY09 and future year obligations were discussed. Ms. Feldmann reported that VEAP has requested additional full-time positions to convert contractors to state employees. Consideration also is being given to altering the contract with the Department of Taxation and CGI to increase VEAP funding.

The committee requested that the ITIB be provided additional information at the January meeting, including:

- FY09 actual and projected revenues and expenditures
- Further breakdown by project
- Plans for agency participation to achieve self-sufficient funding
- Communication with the Secretary of Finance on the priority status of enterprise systems development in light of current budgetary constraints
- The contractor information requested by Mr. Hiram Johnson at the October ITIB meeting

## Other Business

Jim Roberts gave an update on the progress of submitting rates on premium desktop/laptop services, wireless service rates pending new contract awards, audio-data conferencing and servers, and new disaster recovery services to JLARC for approval at its December meeting.

## **Public Comment**

There was no public comment.

## **Adjournment**

Chairman Pattison adjourned the meeting at 3:38 p.m.