

**TEXAS ANIMAL HEALTH COMMISSION
AUDIT SUBCOMMITTEE MEETING MINUTES
August 13, 2019**

Item 1: Welcome and Call to Order by Chair

Chairman Joe Leathers called the meeting to order at 8:00 am.

Item 2: Approval of Minutes

It was moved to approve the minutes of May 21, 2019 Audit Sub-Committee Meeting Minutes. The minutes were **APPROVED**.

Item 3: Fleet Vehicle Management Audit Report

Mr. Monday N. Rufus, P.C. presented the Fleet Vehicle Management Audit Report. The purpose of this audit was to ensure that the agency complied with State Auditor's Office recommendations. Originally there were three areas in which the agency was not compliant, but measures enacted to bring the agency into compliance have been successful. The improvements include: a policy and procedures manual available to staff, mechanisms in place to ensure repairs are approved before completion, and fleet reports are accessible. Staff were able to enact these improvements and bring the program into compliance in less than year.

The motion to **APPROVE** the Fleet Vehicle Management Audit Report passed.

Item 4: Public Comment

There was no Public Comment at this meeting.

Item 5: Adjournment

The meeting was adjourned at 8:18am.