**Taxation, Revenue, and Utilization**

**of Expenditures (TRUE) Commission**

**Marc Hassan, Chair**

**Chris Brady, Vice Chair**

**Audit Committee Meeting Minutes**

**April 12, 2017**

**3:00 p.m.**

**City Council Conference Room B**

**Attendance:** TRUE Commissioners Niki Brunson (Chair), John Pittman and Danny Ferreira

**Also**: Tommy Carter – Council Auditor’s Office, Colleen Hampsey – City Council Research

TRUE Commissioner Niki Brunson called the meeting to order at 3:00 pm.

After introductions, Tommy Carter from the Council Auditor’s Office presented the findings from two recent auditors’ reports: #790 – DAVID Compliance Audit, Neighborhoods Department and #791 - DAVID Compliance Audit, Clerk of the Courts office. These reports examined the compliance of two departments in the use of the DAVID (Driver and Vehicle Identification Database). DAVID is administered by the Florida Department of Highway Safety and Motor Vehicles and contains personal and confidential driver and vehicle information, with limited access. The Neighborhoods Department and the Clerk of Courts retrieve data in their usual course of business to verify personal and vehicle identities for enforcement purposes. Both departments have a memorandum of understanding (MOU) with the Florida Department of Highway Safety which specifies usage requirements and designated oversight by supervisors.

The audit of DAVID compliance for the Neighborhoods Department found that one user had retrieved data for a seemingly legitimate purpose, but one that is not covered by the MOU. For the Clerk of Courts Office, the compliance audit found that one staffer had used the database inappropriately on multiple occasions. The employee lost access to the program and was disciplined internally. As a result of the audit, it was recommended that the departments adhere to the MOU terms, which state that a user log should be maintained for all users and monitored by supervisors regularly. Commissioner Ferreira commented on the challenge of trying to keep data secure.

Commissioner Brunson discussed the scheduling of the next legislative tracking meeting and she proposed some time and day options.

With no further business, the TRUE Commission Audit Committee meeting adjourned at 3:44 pm.

Colleen Hampsey, City Council Research Division

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