

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: May 16, 2024

To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors
Supervisor Jack Eckblad, Chair, Committee on Audit

From: Jennifer Folliard, Director of Audits, Audit Services Division

Subject: From the Director of Audits, an informational report on the status of recommendations from the 2022 Purchasing Card Audit

File Type: Informational Report

REQUEST

This report is for informational purposes. There is no request at this time.

POLICY

The Audit Service Division (ASD) conducts performance audits which provide elected officials and County management with an objective, third-party analysis of their operations to help them improve performance, reduce costs, and make informed data-driven decisions. ASD's performance audit duties are defined in s. 59.255(2)(i), Wis. Stats. and Section 34.09 of the Milwaukee County Code of General Ordinances.

Wisconsin State Statutes:	59.255(2)(i)
Milwaukee County Code of General Ordinances:	34.09

BACKGROUND

At its meeting for the March 2022 cycle, the Committee on Audit reviewed our audit report, "Procurement's Purchasing Card Program: Efficiency is Achieved but More Oversight and Updated Guidelines are Needed," issued in February 2022. The resolution noting County Board concurrence with the report recommendations was adopted.

Attached is a copy of the Executive Summary page that provides general information about our audit. The full audit report is available on the Comptroller's website via the following link:

[2022-PurchasingCardReport.pdf \(milwaukee.gov\)](#)

We are facilitating the submission of the attached status report, which contains comments from the Department of Administrative Services – Procurement Division management describing its progress toward implementation of the recommendations from our audit report. Based on the comments provided, one of the ten recommendations remains open.

This status report is informational. Due to the remaining efforts required to fully implement the remaining open recommendation, we will facilitate submission of Procurement’s next status report for the December 2024 committee meeting cycle.

Related File No’s:	22-397, 22-979, 23-443, 23-929
Associated File No’s (Including Transfer Packets):	None
Previous Action Date(s):	File No. 22-397 was adopted March 24, 2022 and signed by the County Executive on April 7, 2022.

ALIGNMENT TO STRATEGIC PLAN

Describe how the item aligns to the objectives in the [strategic plan](#):

1C: Increase the number of County contracts awarded to minority and women-owned businesses

Recommendation 1 of the audit report was made with the objective of increasing the utilization of Targeted Business Enterprise vendors when purchases are made using a County procurement card.

3B: Enhance the County’s fiscal health and sustainability

The other report recommendations seek to enhance the County’s fiscal health and sustainability.

FISCAL EFFECT

None

VIRTUAL MEETING INVITES

Jennifer Folliard, Director of Audits

Molly Pahl, Deputy Director of Audits

Aaron Hertzberg, Director, Department of Administrative Services

Regina Flores, Director, Procurement Division, Department of Administrative Services

PREPARED BY:

Paul Grant, Audit Compliance Manager

APPROVED BY:

Jennifer Folliard, Director of Audits

ATTACHMENTS:

Executive Summary

Status Report

cc: Liz Sumner, Milwaukee County Comptroller
Audit Committee Members
David Crowley, Milwaukee County Executive
Aaron Hertzberg, Director, Department of Administrative Services
Regina Flores, Director, Procurement Division, Department of Administrative Services
Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors
Steve Cady, Research & Policy Director, Office of the Comptroller
Ciara Miller, Research Analyst, Office of the Comptroller
Janelle Jensen, Legislative Services Division Manager, Office of the Milwaukee County Clerk
Ethan Masarik, Committee Coordinator, Office of the Milwaukee County Clerk