

**COUNTY OF MILWAUKEE**  
Inter-Office Communication

Date: November 8, 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

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**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 \(milwaukee.gov\)](https://www.milwaukee.gov/2022-PurchasingCardReport.pdf)

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 all ten recommendations are now closed, and no future status reports are planned.

This status report is informational.

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, Dept. of Administrative Services  
 Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors  
 Steve Cady, Research & Policy Director, Office of the Comptroller  
 Jane Geyer, Research Analyst, Office of the Comptroller  
 Janelle Jensen, Legislative Services Division Manager, Office of the County Clerk  
 Ethan Masarik, Committee Coordinator, Office of the County Clerk