# NCCSD IRS Audit Committee

# September 12, 2016 Meeting Minutes

*Attendees:* Michele Cristino, Marilynn Sager, Pat Risch, Karen Sicurelli and Jennifer Sherry for Eileen Stack, Benidia Rice, Shaneen Moore, Sharyn Thomas for Ann Coffin, Patricia Casein,

Byron Van Patten, Lisa Maddock, Denise Drake, Vern Greenhalgh, John Cleveland, Kate Richardson, Erin McDaniel,

* **Background Checks –** California and Massachusetts will require new legislation in order to execute the mandated background checks. New Jersey does not require new legislation, but new policy must be developed to mitigate any potential union issues. District of Columbia’s current legislation allows for background checks and fingerprinting through the Human Services Department. District of Columbia and Human Services will enter into an MOU, and Human Services will handle all issues related to the background checks and any possible negotiations with unions. Minnesota and Oregon are reviewing the requirements.

Utah will forward their standard criteria for unsatisfactory search results.

* **Section 8.3 (Destruction and Disposal) –** There was discussion regarding the new shredding requirements may be in direct conflict of some states’ statutes for recycled material. We should consider state poll on this topic.

On Tuesday, September 13th, IRS will conduct a conference call for the new shredder requirements. New York will participate in the call and will provide feedback.

* **Section 9.4.9 (Updating Requirements for Multi-Functional Devices to Include High Volume Printers)** – Per the new regulations, devices must be equipped with locks to prevent physical access to the hard drive and the print spools must be auditing enabled. Various states have drafted and implemented policies that prohibit scanning, uploading and printing of FTI to multi-functional and high volume devices.

**Action Items**

* **Background Checks –** Utah will forward their standard criteria for unsatisfactory search

results.

* **Section 8.3 (Destruction and Disposal) -** IRS will conduct a conference call for the new shredder requirements. New York will participate in the call and will provide feedback.

* **Off-Cycle Report -** New York received their IRS off-cycle report and received a significant increase in ITS findings rather than program findings. The increase may be attributed to the move from the prime scanning tool to the Nexxus scanning. On the overall program, there was a decrease in findings and many were related to system for visitor’s logs, minimum protection standard and the lack of POAM (Plan of Action and Milestones). New York is comprised of 58 county offices, so a master POAM would be critical to track corrective actions. Oregon has a master POAM template and will forward to attendees for review.

For the past two off-cycles, New York has utilized a project lead and a small staff from the State’s ITS department to coordinate the responses from the other agencies. The staff ensures that all responses are received within the allotted time period. Attendees agreed that a willing partner to guide other agencies and responses would streamline the process.

* **Update Publication 1075 and SSR** - There was discussion regarding the delay of update to Publication 1075 and the potential impact to the SSR. Some states have SSRs due within next two months and are concerned that the review will be based on the newest standards. States commented that they will proceed with the current version until notification has been issued.

* **45 Day Notice –** There was discussion regarding the issuance of the 45 day notice for contractors and vendors. States must include all possible environments that the contractors and subcontractors will provide services, and a notice must be submitted for each identified environment. Other states will be issuing 45 day notices in the next couple of weeks and will inform the group of the outcomes.

New Jersey will forward a redacted copy of the Court Summary Report,

**Action Items**

* **Off-Cycle Report -** Oregon has a master POAM template and will forward to attendees for review.

* New Jersey will forward a redacted copy of the Court Summary Report.
* Utah will forward their standard criteria for unsatisfactory search results.

* **Next Meeting -** The next meeting will be held on October 3, 2016