

**MINUTES OF THE  
WV CONSOLIDATED PUBLIC RETIREMENT BOARD  
ACCOUNTING AND AUDIT COMMITTEE MEETING  
OF MAY 13, 2024**

A meeting of the West Virginia Consolidated Public Retirement Board Accounting and Audit Committee was held on Monday, May 13, 2024 at the Consolidated Public Retirement Board office at 601 57<sup>th</sup> Street, SE, Charleston, WV 25304.

Due notice had been published.

**Call to Order**

The meeting was called to order at 1:02 p.m. by Mike McKown.

**Roll Call**

**Members present were:**

Bill Barker (*Google meet*)  
Mike McKown  
Dominique Ranieri (*Google meet*)  
Jeff Vallet (*Google meet*) *Joined at 1:10 p.m.*

**Member absent was:**

Jeff Waybright, *representing Auditor John McCuskey*

**A quorum was present.**

**Also present at the CPRB Office or participating via telephone were:**

Jeff Fleck, CPRB Executive Director  
Terasa Miller, CPRB Deputy Director  
Kim Pauley, Executive Assistant  
Elizabeth Cooper, CPRB Chief Financial Officer  
Tina Baker, CPRB Internal Auditor  
Garner Marks, *Joined at 1:17 p.m.*

**Item #1: Approval of the Accounting & Audit Committee Meeting Minutes.**

Mr. McKown stated that he would entertain a motion to approve the Accounting & Audit Committee meeting minutes of January 16, 2024.

**Mr. Barker made a motion to approve the minutes of the January 16, 2024 meeting of the Accounting & Audit Committee. Ms. Ranieri seconded the motion. The motion was adopted.**

**Item #2: Internal Audit of Overpayments to Deceased Annuitants- Tina Baker**

Mr. McKown recognized Tina Baker, CPRB Internal Auditor, to review the Audit of Overpayments to deceased Annuitants. Ms. Baker stated that the Objective of the Audit was to determine if any improvements could be made in procedures or controls to be more effectively prevent the overpayment of annuities to individuals who have passed away. Ms. Baker explained to the Committee that the controls in place were sufficient and operating as intended to provide reasonable assurance that proper notification was received when an annuitant passes away; that if notification is not received, the death is timely detected by other means and the annuity payment stopped; and that efforts were made to ensure overpayments to deceased annuitants were paid back. She reviewed the Scope and Methodology of the Audit. She also reviewed the Summary of Findings stating that some improvements could be made to Retirement section procedures to help ensure that deceased annuitants are identified to the Deaths section staff. She mentioned the need to timely act on death notifications and utilize all resources available to identify deaths that were not reported to the agency and collections processes should be enhanced to make further efforts to retrieve outstanding overpayments.

Ms. Baker then answered questions from the committee members.

Mr. McKown stated that he would entertain a motion to accept and to recommend to the Board the acceptance of the Annuitant Deaths Internal Audit as presented by Ms. Baker.

**Ms. Ranieri made a motion that the Committee accept and to recommend to the Board the acceptance of the Annuitant Deaths Internal Audit as presented by Ms. Baker. Mr. Marks seconded the motion. The motion was adopted.**

**Item #3: Internal Audit of Required Minimum Distributions – Tina Baker**

Mr. McKown recognized Tina Baker, CPRB Internal Auditor, to review the Internal Audit of Required Distributions. Ms. Baker began by explaining the objective of this review is to determine whether controls are sufficient and operating as intended to provide reasonable assurance that required minimum distributions (RMD's) are distributed in compliance with relevant statutes. Ms. Baker reviewed Scope and Methodology, Summary of Findings and reviewed the Required Minimum Distribution. Ms. Baker ended by reviewing the two recommendations to the committee. Ms. Baker recommended that management consider periodically requesting a report of Reliacards that are never activated, ceasing payments to those accounts, and requesting that U.S. Bank report the amounts to the Treasurer as unclaimed property. The second recommendation is that staff in both the Death & Refunds and Retirement sections document all additional efforts to locate missing participants, such as phone calls to the individual or relatives, in the Journal feature of the COMPASS system.

Ms. Baker then offered to then answer questions from the committee members.

Mr. McKown stated that he would entertain a motion to accept and to recommend that the Board accept the Internal Audit of Required Distributions.

**Mr. McKown made a motion that the Committee accept and to recommend to the Board the acceptance of the Internal Audit of Required Distributions. Mr. Barker seconded the motion. The motion was adopted.**

**Item #4: Updated Committee Charter Review – Tina Baker**

Mr. McKown recognized Tina Baker, CPRB, Internal Auditor. Ms. Baker reviewed the adequacies of the Charter and noted that it is always reviewed annually. Ms. Baker mentioned that she sees one small change and explained to the committee that at the last Board meeting, Chairman Bunn reviewed the committee's recommendation and the Board voted that all the TDC and revenue sharing administrative account information that Ms. Van Horn shares with the Committee will now be reviewed by the Investment Committee, it will no longer a part of Accounting & Audit. The Committee discussed amending the Charter and decided it needs to be amended and taken to the Board for action.

Mr. McKown stated that he would entertain a motion to accept and to recommend to the Board and to approve amending the Accounting and Audit Charter.

Ms. Baker then offered to then answer questions from the committee members.

**Mr. Vallet made a motion to approve and accept and to recommend to the Board and to approve amending the Accounting and Audit Charter.**

**Mr. Barker seconded the motion. The motion was adopted.**

**Item #5: Old Business**

Mr. McKown inquired as to old business. There was none.

**Item #6: New Business**

Mr. McKown inquired as to new business. There was none.

**Adjournment**

**There being no further business before the committee, the meeting adjourned at 1:23 p.m.**

Respectfully submitted,

  
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Mike McKown

  
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Jeffrey E. Fleck, Executive Director