



ITEM ID: 2025-147-0

TRANSMITTAL DATE: March 21, 2025

MEETING DATE: March 28, 2025

TO: Board of Directors

FROM: Elisabeth Lazuardi, Director, Audit

SUBJECT: Performance Audit: Deactivation of Badges for Employees, Board members, and IDTS contractors (2025-05-IA)

Issue

The Internal Audit Department (Internal Audit) completed the Performance Audit: Deactivation of Badges for Employees, Board members and Integrated Digital and Technology Services (IDTS) Contractors (2025-05-IA).

Recommendation

Receive and file.

Strategic Commitment

This report aligns with the Strategic Business Plan commitment of:

- **Modernizing Business Practices:** We will improve our operational efficiency through transparency, objective metrics and streamlined governance, reducing over-reliance on subsidy while bringing our system into a state of good repair and investing in the development of our employees. Through the audit of badges deactivation process, improvement will be implemented through corrective actions addressing areas of secure access control deficiencies.

Background

This audit was included in the *FY 2025 Internal Audit Annual Plan* approved by the Board of Directors on July 26, 2024.

Discussion

The objective of the audit was to evaluate the effectiveness of the Agency's badge deactivation policies and procedures for secure access control for employees, board members, and IDTS contractors.

There were three (3) findings and three (3) recommendations in the audit report. Management agreed with the findings and developed corrective actions.

Next Steps

Internal Audit will track the progress of the corrective actions developed by management.

Prepared by: Claudia Casasola, Auditor II

Approved by: Elisabeth Lazuardi, Director, Audit

Attachment(s)

[Attachment A - Final Report 2025-05-IA Deactivation of Employee Badges](#)