



**Independent Audit and Performance Commission (IAPC)  
Wednesday, February 2, 2022, 3:00 PM**

**Virtual Meeting**

**Legal Action Report**

**1. Call to Order/Roll Call and Election of Officers – 3:00 PM**

COMMISSION MEMBERS PRESENT: Mark Rodriguez (Ward 1); Lydia Hunter, Vice Chairperson (Ward 3); Brian Andrews (Ward 4); Robert Clark (Ward 5); Lois Pawlak (Ward 6)

COMMISSION MEMBERS ABSENT/EXCUSED: Mayor's Appointee (Vacant)  
Ward 2 Appointee (Vacant)  
Brian Andrews (Ward 4)

COMMISSION MEMBERS LATE: None

A quorum was established.

STAFF MEMBERS: Jeffery Yates, Business Services Director; Vivian Newsheller, Business Services Deputy Director; Savannah Martinez, Administrative Assistant (acting Ex Officio, Non-Voting); Juan Rivera, Administrative Assistant

**Election of Officers**

Chairperson election. Commissioner Hunter nominated Commissioner Pawlak for chairperson, nomination declined. Commissioner Clark nominated Commissioner Hunter for chairperson, nomination declined. No additional nominations made for chairperson, nominations closed. No action taken.

Vice-Chairperson election. Commissioner Clark nominated himself for vice-chairperson, no additional nominations, nominations closed. Nomination of Commissioner Clark as the new vice-chairperson seconded by Commissioner Pawlak. Motion carried by vote of 4 to 0.

**2. Approval of the January 5, 2022 IAPC Meeting Minutes**

It was moved by Commissioner Hunter, duly seconded, and carried by a vote of 4 to 0, to approve the minutes.

**3. Staff Update**

Jeffery Yates, Business Services Director, provided an update to the commission. Discussion included budget cycle kick-off, planned submission of the City's Annual

Comprehensive Financial Report (ACFR) to Mayor and Council at the end of February for approval at a future date. Additional conversation occurred related to the Commission's role in reviewing the ACFR. No action was taken.

**4. Code Enforcement Subcommittee Update**

Subcommittee Chairperson Lois Pawlak discussed the current activities and general plans going forward. Next step is to perform data collection and testing. Draft report anticipated in 60-90 days. Additional discussion included the virtual nature of the subcommittee meeting and uncertainty on open meeting laws. No action was taken.

**5. Review of IAPC Datapage, Bylaws, and City of Tucson Code**

Administrative Assistant Savannah Martinez reviewed the bylaws and relevant City of Tucson Code. Discussion included the process for making changes to the bylaws. No action was taken.

**6. Internal Audit Plan Fiscal Year 2022 First Quarter and Current Projects Update**

Principal Internal Auditor Aaron Williams discussed tasks completed during the previous quarter and ongoing engagements. Discussion included types of services provided by Internal Audit and interactions with City departments. No action was taken.

**7. Future Agenda Items**

Future agenda items were identified.

- Modification of IAPC Bylaws
- IAPC Code Enforcement Subcommittee Update
- Tucson Police Department Priority Response Process
- Tucson Police Department Staffing
- Overview of Arizona Revised Statutes, Public Meetings and Proceedings (Open Meeting Law)

No action was taken.

**8. Adjournment – 3:50 PM**

The next regular meeting of the IAPC is scheduled for Wednesday, March 2, 2022, at 3:00pm.