



**Independent Audit and Performance Commission (IAPC)
Wednesday, January 5, 2022, 3:00 PM**

**Virtual Meeting
Meeting Minutes**

1. Call to Order/Roll Call – 3:12 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)

COMMISSION MEMBERS LATE: None

A quorum was established.

STAFF MEMBERS: Jeffery Yates, Business Services Director; Vivian Newsheller, Business Services Deputy Director; Marcela Ceballos, Business Services Administrator; Aaron Williams, Principal Internal Auditor (Ex Officio, Non-Voting); Irene Messina, Administrative Assistant; Juan Rivera, Administrative Assistant

2. Approval of the May 5, 2021 IAPC Meeting Minutes

It was moved by Commissioner Pawlak, duly seconded, and carried by a vote of 5 to 0, to approve the minutes.

3. Staff Update

Jeffery Yates, Business Services Director, provided an update to the commission. Discussion included planned implementation of a new enterprise resource planning system planned for July 2022. No action was taken.

4. Fiscal Year 2021 ACFR Update

Vivian Newsheller, Business Services Deputy Director, and staff provided an overview of the Annual Comprehensive Financial Report (ACFR). This report was previously named the Comprehensive Annual Financial Report (CAFR). The report is complete, published and submitted to the Government Financial Officers Association (GFOA) for review of financial management and reporting. Staff provided direction on what information is contained in each section of the ACFR. No action was taken.

5. Election of Presiding Officer Pro Tempore

Approved 2/2/22

It was moved by Commissioner Andrews to nominate Commissioner Pawlak as presiding officer pro tempore for the remainder of this meeting due to Vice Chairperson Hunter's need to exit the meeting. Motion was duly seconded. Commissioner Pawlak accepted the nomination. Commission Pawlak elected Presiding Officer Pro Tempore through vote of 5 to 0. Note: Commissioner Hunter left meeting at 3:36pm.

- 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. Code Enforcement Subcommittee Update**
Subcommittee Chairperson Lois Pawlak informed the commission no meetings were held since the previous update. The next subcommittee meeting is currently being scheduled. No action was taken.
- 8. Announcement of the Election of IAPC Officers**
Presiding Officer Lois Pawlak announced the upcoming election of IAPC officers. No action was taken.
- 9. Future Agenda Items**
Future agenda items were identified.
 - IAPC Code Enforcement Subcommittee Update
 - Tucson Police Department Priority Response Process
 - IAPC Bylaws ReviewNo action was taken.
- 10. Adjournment – 4:18 PM**