



**Independent Audit and Performance Commission (IAPC)
Code Enforcement Subcommittee
Monday, January 31, 2022, 3:00 PM**

**Virtual Meeting
Meeting Minutes**

1. Call to Order/Roll Call – 3:01 PM

COMMISSION MEMBERS PRESENT: Brian Andrews (Ward 4); Robert Clark (Ward 5); Lois Pawlak, Subcommittee Chairperson (Ward 6);

COMMISSION MEMBERS ABSENT/EXCUSED: None

COMMISSION MEMBERS LATE: None

A quorum was established.

STAFF MEMBERS: Aaron Williams, Principal Internal Auditor (Ex-Officio Member); Carlos DeLaTorre, Environmental and General Services Director; Laurie Pumphrey, Code Enforcement Management Assistant; Juan Rivera, Administrative Assistant.

2. Approval of the May 12, 2021 IAPC Subcommittee Meeting Minutes

Subcommittee Chairperson Lois Pawlak introduced this topic for discussion. It was moved by Commissioner Andrews to approve the minutes. Subcommittee Chairperson Pawlak seconded the motion, and carried by a vote of 3 to 0, to approve the minutes.

3. Code Enforcement Status Update

Subcommittee Chairperson Lois Pawlak introduced this topic for discussion. Environmental and General Services Director, Carlos DeLaTorre led a discussion on code enforcement annual performance. Discussion included annual number of cases, inspections, complaints. Staffing levels were also discussed.

Upcoming changes to lien and investment recovery processes were discussed including potentially implementing an electronic citation system. Other changes discussed were quick-response teams and social services programs.

Mr. DeLaTorre, answered questions from Subcommittee Chairperson Lois Pawlak, Commissioner Andrews, and Commissioner Clark.

No action was taken.

4. Discussion of Case Review Process

Subcommittee Chairperson Lois Pawlak introduced this topic for discussion. Discussion included sample method to use, how to group data, and responsibilities of sub-committee members.

Principal Internal Auditor, Aaron Williams, and Mr. DeLaTorre provided options related to sample size selection and data categorization.

No action was taken.

5. Discussion of Audit Status and Plan

Subcommittee Chairperson Lois Pawlak introduced this topic for discussion. Current status was reviewed, and next steps identified. Next steps include determining sample size, sampling of cases, and on-site review of case files.

No action was taken.

6. Future Agenda Items

The following future agenda items were identified:

- Sampling of cases – methods and approach;
- Draft audit report.

7. Adjournment – 4:23 PM