



**Independent Audit and Performance Commission (IAPC)
Code Enforcement Subcommittee
Friday, February 18, 2022, 8:30 AM**

Virtual Meeting

Legal Action Report

1. Call to Order/Roll Call – 8:33 AM

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; Juan Rivera, Administrative Assistant.

2. Approval of the January 31, 2022 Subcommittee Meeting Minutes

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

3. Discussion of Case Review Process

Chairperson Lois Pawlak introduced this topic for discussion. Principal Internal Auditor Aaron Williams spoke about options of sampling methods and number of cases to include in the sample. Director DeLaTorre provided details on the types of cases and basic data available. City of Tucson staff answered questions from the Commission.

The commission requested staff to provide a sample of cases to be discussed at the next meeting.

No action was taken.

4. Discussion of Audit Status and Plan

Subcommittee Chairperson Lois Pawlak introduced this topic for discussion. Discussion included previously established audit scope and objectives.

The commission requested staff to provide a copy of the scope and objectives to be sent before the next meeting for future discussion.

No action was taken.

5. Future Agenda Items

The following future agenda items were identified:

- Sampling of cases – criteria for review;
- Sampling of cases – commission assignment;
- Audit Scope and Objectives – Current Status;
- Draft audit report.

6. Adjournment – 9:24 AM