



**Independent Audit and Performance Commission (IAPC)
Code Enforcement Subcommittee
Tuesday, March 8, 2022, 10:00 AM**

**Virtual Meeting
Meeting Minutes**

1. Call to Order/Roll Call – 10:02 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); Martin Romero, Environmental and General Services Supervisor; Juan Rivera, Administrative Assistant.

2. Approval of the February 18, 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 code enforcement case data and the sampling method. Discussion included the number and types of cases in the sample, the method for the commissioners to review cases, and the electronic system where case data is logged. The commission discussed how to assign cases for review. Mr. Romero provided details on the data found in the electronic system and access options.

The commission requested staff to provide a demonstration on the electronic system.

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.

No action was taken.

5. Future Agenda Items

The following future agenda items were identified:

- Sampling of cases – system demonstration;
- Sampling of cases – access to files;
- Audit Scope and Objectives – Current Status;
- Draft audit report.

6. Adjournment – 11:04 AM