



**Independent Audit and Performance Commission (IAPC)
Wednesday, April 6, 2022, 3:00 PM**

Virtual Meeting

Legal Action Report

1. Call to Order/Roll Call – 3:00 PM

COMMISSION MEMBERS PRESENT: Mark Rodriguez (Ward 1); Lydia Hunter (Ward 3); Brian Andrews (Ward 4); Robert Clark, Vice Chairperson (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: Marcela Ceballos, Business Services Finance Administrator; Jennifer Howell, Tucson Police Department; Aaron Williams, Principal Internal Auditor (Ex Officio, Non-Voting); Leah Bird, Internal Auditor; Juan Rivera, Administrative Assistant

2. Approval of the March 2, 2022 IAPC Meeting Minutes

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

3. Staff Update

Aaron Williams, Principal Internal Auditor, provided an update to the commission. Discussion included information on new City CFO, Anna Rosenberry; new internal auditor, Leah Bird; and vacancy of IT director position. 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 continue data collection. No action was taken.

5. Tucson Police Department Staffing Levels and Recruitment Process

Tucson Police Department Lieutenant Jennifer Howell presented an overview of staffing levels, including makeup by gender and ethnicity and open vacancies. Review of recruitment activities in the local communities and of benefits offered. Review of

application, background investigation and training process and timelines. Commissioner questions on issues involving recruitment and retention. No action was taken.

7. Review of the City's Fiscal Year 2021 Annual Comprehensive Financial Report and Single Audit

Due to time constraints of Business Services Finance Administrator Marcella Ceballos, Principal Internal Auditor Aaron Williams suggested switching the order of agenda items 6 and 7, Vice-Chairperson Clark approved. Vice-Chairperson Clark introduced this topic for discussion. Business Services Finance Administrator Marcella Ceballos presented answers to questions regarding the newly established section 115 pension trust fund, projected payments into the Public Safety Personnel Retirement System, current capital leases and current portion of long-term debt. Confirmation that Commissioners received the Single Audit and Annual Financial report. Discussion regarding corrective action taken as result of external audit finding. No action was taken.

6. Fiscal Year 2022 Internal Audit Plan – Third Quarter Update

Principal Internal Audit Aaron Williams updated the commission on internal audit activities taken and engagements completed in the third quarter. Commissioner Hunter had to exit the meeting early, left at 4:45pm. Commissioners questions about the qualifications of new internal Auditor; regarding current Internal Audit staffing levels. No action was taken.

8. Future Agenda Items –

Before future agenda items could be discussed, Vice-Chairperson Clark had technical issues and dropped from the meeting, thus quorum was lost, and the meeting was therefore adjourned.

9. Adjournment – 5:05 PM