



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

**Virtual Meeting
Meeting Minutes**

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. The three members of the subcommittee were each assigned 33 cases to review. 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 approximately 759 officers; the makeup by gender is 85% male and

15% female. The ethnic makeup is 57% White; 35.84% Hispanic; 2.93% Black; 2.11% Asian; 0.92% Native American; 0.732% multiracial and 0.46% Pacific Islander. There are currently 134 open vacancies. Benefits offered include a pension, health and dental, tuition and student loan repayment assistance. Review of recruitment activities in the local communities involves outreach at high schools, Pima Community College and the University of Arizona in addition to Job Fairs. Recruiting efforts can be targeted so that the demographics of the department better mirror the demographics of the communities they serve. Emphasis is placed on the variety of special assignments and the unique opportunities at TPD. Review of the extensive application process that includes a written exam and physical fitness test. The background investigation includes a polygraph test. Basic training is a 28-week program and field training is approximately 18 weeks and depends on personal progress. Commissioner questions on issues involving recruitment and retention we addressed by Lieutenant Howell. 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. Engagements included final reconciliation and federal reporting of Coronavirus Relief Fund, assisting the team in the implementation of the City’s new enterprise resource planning system, audit of street furniture and review of a contract for flooring services at Clement Center. 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