



**Independent Audit and Performance Commission (IAPC)
Code Enforcement Subcommittee
Tuesday, May 9, 2022, 3:00 PM**

Virtual Meeting

Legal Action Report

1. Call to Order/Roll Call – 3:09 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; Leah Bird, Internal Auditor (Ex-Officio Member); Juan Rivera, Administrative Assistant.

2. Approval of the March 22, 2022 Subcommittee Meeting Minutes

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

3. Discussion of Findings from Case Review

Chairperson Lois Pawlak introduced this topic for discussion. Commissioners Andrews, Clark and Pawlak shared their findings from their case study review. Highlighting the number of cases that were processed in a timely fashion, commenting on the number of days on the cases that were not found to be timely, noting where the data was lacking making it difficult to review. No action was taken.

4. Discussion of the Draft Report

Subcommittee Chairperson Lois Pawlak led the discussion on the drafting of the report. The commissioners will send their findings to City Staff and City Staff will work on collating the observations into a rough draft for commissioners to discuss at a future meeting. No action was taken.

5. Future Agenda Items

The following future agenda items were identified:

- Review of findings and final clarifying questions to Code Enforcement staff.

- Draft audit report.

No action was taken.

5. Adjournment – 4:12 PM