



**Independent Audit and Performance Commission (IAPC)
Code Enforcement Subcommittee
Tuesday, March 22, 2022, 1:00 PM**

**Virtual Meeting
Meeting Minutes**

1. Call to Order/Roll Call – 1:02 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; Laurie Pumphrey, Environmental and General Services Management Assistant; Juan Rivera, Administrative Assistant.

2. Approval of the March 8, 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. Ms. Pumphrey demonstrated the electronic tracking system, highlighted various data fields, and basic navigation. Discussion included the process for logging information in the system, limitations of data fields. The commission discussed the review criteria.

The commission requested staff to provide case summary files for review.

No action was taken.

4. Future Agenda Items

The following future agenda items were identified:

- Sampling of cases – comparison of commissioner reviews;
- Audit Scope and Objectives – Current Status;
- Draft audit report.

No action was taken.

5. Adjournment – 2:27 PM