



**Independent Audit and Performance Commission (IAPC)
Wednesday, May 4, 2022, 3:00 PM**

**Virtual Meeting
Minutes**

1. Call to Order/Roll Call – 3:08 PM

COMMISSION MEMBERS PRESENT: Mark Rodriguez (Ward 1); 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)
Lydia Hunter (Ward 3)

COMMISSION MEMBERS LATE: None

A quorum was established.

STAFF MEMBERS: Jeffery Yates, Business Services Director; Aaron Williams, Principal Internal Auditor (Ex Officio, Non-Voting); Leah Bird, Internal Auditor; Juan Rivera, Administrative Assistant

2. Approval of the April 6, 2022 IAPC Meeting Minutes

It was moved by Commissioner Pawlak, duly seconded, and carried by a vote of 4 to 0, to approve the minutes.

3. Staff Update

Jeffery Yates, Business Services Director, provided an update to the commission. Discussion included information on proposed budget that was submitted to Mayor and Council and the preparations for the FY 2022 Annual Comprehensive Financial Report. City staff also continues to work on the implementation of the new ERP system Workday. New CFO, Anna Rosenberry will be invited to introduce herself at a future meeting. No action was taken.

4. Code Enforcement Subcommittee Update

Subcommittee Chairperson Lois Pawlak informed the commission that the subcommittee has been unable to meet since the last update, and that the next subcommittee meeting will be held Monday, May 9th at 3pm. She provided clarification of terms used in the data subcommittee members are reviewing. No action was taken.

- 5. Discussion of draft report to Mayor and Council of the IAPC's review of FY21 Annual Comprehensive Financial Report (ACFR) and Single Audit Report**
Aaron Williams, Principal Internal Auditor, explained the purpose of the IAPC's report to Mayor and Council, which is to summarize the commissions review of the ACFR and the questions that the commission submitted to city staff regarding the ACFR. Aaron Williams provided an example from a prior report that the committee can use as a template when drafting the report. Commissioner Andrews will start a draft of the report for the commission to review at the next meeting. City staff will assist commissioners in this process. No action was taken.
- 6. Discussion of draft IAPC Six Month Activities Report to Mayor and Council: Jan – June 2022**
Vice Chairperson Clark led the discussion on the drafting of the six-month activity report. City Staff explained the purpose of the report and provide an example of a previous report. Discussion included the logistics of writing the reports in a virtual setting while adhering to open meeting laws. Concerns were raised about the burden these reports place on the committee when the committee has vacancies. City staff will assist in the writing of the six-month activity report. No action was taken.
- 7. Discussion of Bylaws**
Vice Chairperson Clark led the discussion of the commission bylaws. Discussion included concerns about the lack of a current Chairperson and the current vacancies on the commission. Discussion of options the committee has available to them to express the concerns of vacancies. Aaron Williams, Principal Internal Auditor, read through some of the bylaws, reviewing the responsibilities of the chairperson or vice chairperson. Discussion also included the timing of when commission elections and the limitation of the Open Meeting Laws. Commissioners were shown where to access information on the open meeting laws. No action was taken.
- 8. Future Agenda Items –**
Vice Chairperson Clark led the discussion regards items to be added to future agenda. Items include discussion on commission appointments and vacancies, reviewing draft of the annual report, the proposed internal audit plan for 2023, and the election of the Chairperson and Vice-Chairperson. No action was taken.
- 9. Adjournment – 4:27 PM**