



**Independent Audit and Performance Commission (IAPC)  
Wednesday, June 1, 2022, 3:00 PM**

**Virtual Meeting  
Minutes**

**1. Call to Order/Roll Call/Election – 3:01 PM**

COMMISSION MEMBERS PRESENT: 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)  
Mark Rodriguez (Ward 1)

COMMISSION MEMBERS LATE: None

A quorum was established.

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

**Election of Officers**

Chairperson election. Vice-chairperson Clark nominated himself for Chairperson on the condition that there be a vice-Chairperson elected as well. Commissioner Pawlak nominated herself for vice-chairperson. Commission agreed to move forward with the election of the chairperson and vice-chairperson as one action. Commissioner Hunter moved to vote; Commissioner Andrews seconded. Motion to elect Commissioner Clark as Chairperson and Commissioner Pawlak as vice-chairperson was carried by vote of 4 to 0.

**2. Approval of the May 4, 2022 IAPC Meeting Minutes**

It was moved by Commissioner Pawlak, seconded by Commissioner Andrews, 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 an introduction of Anna Rosenberry, the new assistant city manager/CFO. Updates on the status of the implementation of Workday, the new ERP system; the final stages of the FY23 budget and the preparations for the June 30, 2022, fiscal year-end. No action was taken.

**4. Code Enforcement Subcommittee Update**

Subcommittee Chairperson Lois Pawlak informed the commission that the last subcommittee meeting was held Monday, May 9<sup>th</sup> at 3pm. The subcommittee members are in process of sending their notes to City Staff who will start the draft report. 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**

Leah Bird, Internal Auditor, shared the draft report with the commissioners. Commissioners discussed a few changes to the wording. Moved by commissioner Hunter to accept the report as amended, commissioner Pawlak seconded, motion carried by vote of 4 to 0.

**6. Discussion of draft IAPC Six Month Activities Report to Mayor and Council: Jan – June 2022**

Leah Bird, Internal Auditor shared the draft report with the commissioners. Discussion regarding the timing of the report due to the possibility of another subcommittee meeting before the end of the month and additional language commissioners would like to see added to the report. Commission agreed to table to the discussion until the July 6<sup>th</sup> meeting. No action was taken.

**7. Discussion of Bylaws**

Aaron Williams, Principal Internal Auditor, reviewed the proposed audit plan for FY 2023. Discussion included the auditing of processes as well as the financials. Commissioners inquired into any written directives the City has for the Internal Audit department. No action was taken.

**8. Future Agenda Items –**

Vice Chairperson Clark led the discussion regarding items to be added to future agenda. Items include review of the Internal Audit department job description and directives; drafting the letter of approval for the FY23 proposed audit plan; review of the six-month activities report; discussion with representatives from Ward Offices and Mayor's office regarding appointment to the commission; and discussion of the various presentations made by the police department in prior meetings. No action was taken.

**9. Adjournment – 3:53 PM**

The next regular meeting of the IAPC is scheduled for Wednesday, July 6, 2022, at 3:00pm.