



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

**Virtual Meeting  
Minutes**

**1. Call to Order/Roll Call– 3:02 PM**

COMMISSION MEMBERS PRESENT: Mark Rodriguez (Ward 1); Lydia Hunter (Ward 3); Brian Andrews (Ward 4); Robert Clark, Chairperson (Ward 5); Lois Pawlak, Vice-Chairperson (Ward 6)

COMMISSION MEMBERS ABSENT/EXCUSED: Mayor's Appointee (Vacant)  
Ward 2 Appointee (Vacant)

COMMISSION MEMBERS LATE: None

A quorum was established.

STAFF MEMBERS: Johanna Hernandez, Business Services Deputy Director; Pat Burns, Representative from Ward 2; Genesis Cubillas, Representative from Mayor's Office; Aaron Williams, Principal Internal Auditor; Leah Bird, Internal Auditor (Ex Officio, Non-Voting)

**2. Approval of the June 1, 2022, IAPC Meeting Minutes**

It was moved by Commissioner Pawlak, seconded by Commissioner Andrews, and carried by a vote of 5 to 0, to approve the minutes.

**3. Staff Update**

Johanna Hernandez, Business Services Deputy Director, provided an update to the commission. Updates on the status of the implementation of the new ERP system, the supplemental requests for the FY23 budget, and the ARPA funding strategic plan. Commissioners asked follow-up questions regarding the ARPA funding. No action was taken.

**4. Code Enforcement Subcommittee Update**

Subcommittee Chairperson Lois Pawlak informed the commission that the last subcommittee meeting was held Thursday June 30<sup>th</sup> at 11am. The subcommittee members reviewed and discussed the draft report. No action was taken.

- 5. Discussion with representatives from Ward 2 and Mayor's office regarding vacancies on the committee**  
Pat Burns from Ward 2 office was present to hear concerns about the lack of an appointment to the commission. Commissioners were informed that Ward 2 is aware of the vacancy and are actively looking for a candidate to fill the vacancy. Genesis Cubillas, representative from the mayor's office was able to join the meeting, Commissioners again were able to express their concerns about the vacancy and hear the efforts of the mayor's office to appoint a commissioner. No action was taken.
- 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. The draft had been previously sent to the commissioners for their review. Commissioner Pawlak requested an addition to the report and moved to accept the draft report as amended. Commissioner Hunter seconded. The motion was approved in a vote of 5 to 0.
- 7. Review of Internal Audit Department**  
Internal Auditor, Leah Bird, shared the job descriptions for the two approved internal auditors. Discussion involved concerns that the driver's license requirements may limit applicants who are otherwise qualified. No action was taken.
- 8. Proposed Internal Audit Plan for FY23**  
Internal Auditor, Leah Bird, shared the proposed audit plan for FY23 and pointed out the language that had been added as a result of last month's discussion. Commissioners discussed reviewing the reports produced by the internal auditors when the commission receives quarterly updates from the internal auditor. Commissioner Pawlak moved that the proposed internal audit plan be accepted. Commissioner Andrews seconded. Motion approved by a vote of 5 to 0.
- 9. Future Agenda Items**  
Commissioners discussed items they would like on future agendas including receiving more information about the ARPA funding; receiving the quarterly update from Internal Audit; having a discussion amongst the commissioners in regards to all the information they received in the presentations from the Police department; and a discussion regarding other items the commission would like to look at. No action was taken.
- 10. Adjournment – 4:22 PM**  
The next regular meeting of the IAPC is scheduled for Wednesday, August 3, 2022, at 3:00pm.