



**Independent Audit and Performance Commission (IAPC)  
Code Enforcement Subcommittee  
Wednesday August 24, 2022, 2:00 PM**

**Virtual Meeting  
Legal Action Report**

**1. Call to Order/Roll Call – 2:02 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: Leah Bird, Internal Auditor (Ex-Officio Member); Aaron Williams, Principal Internal Auditor; Juan Rivera, Administrative Assistant; Laurie Pumphrey, Code Enforcement Management Assistant; Carlos De La Torre, Director of Environmental and General Services; Pat Tapia, Deputy Director of Environmental and General Services

**2. Approval of the June 30, 2022, and the July 22, 2022, Subcommittee Meeting Minutes**

Commissioner Clark moved to approve the June 30, 2022, minutes as written. Commissioner Pawlak seconded. Commissioner Andrews abstained. Motion passed.

Commissioner Andrews moved to approve the July 22, 2022, minutes as written.

Commissioner Pawlak seconded. Commissioner Clark abstained. Motion passed.

**3. Discussion with Code Enforcement for updates and review of intake process**

Subcommittee Chairperson Lois Pawlak began the discussion by asking if there have been any changes to the process of code enforcement since the subcommittee began. Laurie Pumphrey and Carlos De La Torre answered that question and other questions of the commissioners had about how various codes get enforced. No action was taken.

**4. Discussion of the Draft Report**

Commissioners discussed the draft report. They agreed they have enough information to finish the report and that the current report mainly need formatting edits. No action taken.

**5. Future Agenda Items**

The following future agenda items were identified:

- Finalize audit report.

No action was taken.

**5. Adjournment – 3:07 PM**