



**Independent Audit and Performance Commission (IAPC)
Wednesday, November 2, 2022, 3:00 PM**

**Virtual Meeting
Minutes**

1. Call to Order/Roll Call– 3:00 PM

COMMISSION MEMBERS PRESENT: 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: Mark Rodriguez (Ward 1) 3:15 pm

A quorum was established.

STAFF MEMBERS: Vivian Newsheller, Business Services Deputy Director; Aaron Williams, Principal Internal Auditor; Leah Bird, Internal Auditor (Ex Officio, Non-Voting); Juan Rivera, Administrative Assistance; Lieutenant Anthony Archibald, Tucson Police Department

2. Approval of the September 7, 2022, IAPC Meeting Minutes

Commissioner Andrews noted a typo in the minutes and asked that it be corrected, he then moved that the minutes be approved as amended. Commission Pawlak seconded. Carried by vote of 4 to 0 to approve the minutes.

3. Staff Update

Vivian Newsheller, Business Services Deputy Director, updated the commission on the activities to complete the City's Annual Comprehensive Financial Report for fiscal year 2022; on the development of fiscal year 2024 budget; and on the open recruitment for a Business Services Director. Commissioner Hunter asked about hiring a consultant to help draft the Annual Comprehensive Report. No action taken.

4. Code Enforcement Subcommittee Update

Subcommittee Chairperson Pawlak provided an update to the commission. A draft of the report was recently sent to the members of the subcommittee for their review and comments. We are currently working on scheduling the next meeting for the subcommittee to finalize the report. No action taken

5. Presentation from Tucson Police Department regarding hiring and recruitment

Lt. Archibald from TPD gave a presentation of current recruitment efforts and successes of the department including efforts with utilizing community service officers (CSO). In addition to Lt

Archibald, there are two full time recruiting officers on the force and they are attempting to establish a third position to be filled by a person who has a career in human resources and recruitment with a strong understanding of running social media profiles. Lt. Archibald stressed the need for other professional staff including the CSO's who are helping respond to low-level calls and the effort to involve social workers on some calls. The department currently has approximately 1,100 people, 737 of which are sworn officers. There are 64 officers in various stages of the training program. Lt. Archibald observed that it is the physical component to the academy that leads to most of the dropouts and believes having a physical test as part of the application process can help alleviate this issue. There are currently 50 CSO and there are 41 more in current training. Lt. Archibald believed that pay rates may be a reason that officers leave the city for other nearby agencies, and he also stressed the importance of getting the correct type of person to fill the role of a sworn officer. Tucson is also part of a nation-wide initiative called 30 by 30; its goal is to have 30% of the force be female by 2030. This is in support of the efforts to build a more inclusive and representative force. Commissioners asked various questions about attrition rates and candidate requirements. No action taken.

6. Internal Audit 1st Quarter Update

Internal Auditor, Leah Bird, provided an update the commission on activities of the department in the 1st quarter of the City's fiscal year. Activities included supporting the implementation of the Workday EPR system, and the audit of inventory. No action taken.

7. Discussion on Street Furniture Audit Report

Chairperson Clark led a discussion on Internal Audit's review of the City's contract for advertising at bus stops. Commissioners discussed this contract in particular and the City's process of awarding contracts in general. The idea to look at the contract process by talking to procurement was discussed. No action taken.

8. Future Agenda Items

Chairperson Clark led a discussion on future agenda items. The commissioners decided they would like to hear from procurement and approved the motion by a vote of 5 to 0. Other future items included updates on efforts to fill the vacancies on the commission, information of TPD labor negotiations and metrics from exit interviews. No other action was taken.

9. Adjournment 4:55 pm

The next regular meeting of the IAPC is scheduled for Wednesday, December 7, 2022, at 3:00 p.m