



**Independent Audit and Performance Commission (IAPC)  
Wednesday, January 4, 2023, 3:00 PM**

**Virtual Meeting**

**Legal Action Report**

**1. Call to Order/Roll Call– 3:00 PM**

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

COMMISSION MEMBERS LATE:

A quorum was established.

STAFF MEMBERS: Aaron Williams, Principal Internal Auditor; Leah Bird, Internal Auditor (Ex Officio, Non-Voting); Juan Rivera, Administrative Assistance; Nathan Daou, Contract Administrator

**2. Approval of the November 2, 2022, IAPC Meeting Minutes**

Commissioner Rodriguez objected to the minutes as written, he felt there was not sufficient details about the diversity on the force. Commissioner Pawlak moved to accept the minutes as written, Commissioner Andrews seconded. Passed by a vote of 3 to 1. Minutes approved.

**3. Staff Update**

Aaron Williams, Principal Internal Auditor, provided an update to the commission. The update included information on the preparation of the Fiscal Year 2024 budget, the ongoing implementation of the new ERP, and the preparation of the Fiscal Year 2023 financials. No action taken.

**4. Code Enforcement Subcommittee Update**

Subcommittee Chairperson Pawlak provided an update to the commission. The current draft has been edited and commissioners are taking time to review it. There will be another meeting scheduled to finalize the draft. No action taken

**5. Presentation from Procurement regarding City Contracts**

Nathan Daou, Business Services Contract Administrator gave a presentation to the commission regarding the City's contract procurement process. He reviewed the varies local, state and federal regulations that govern the procurement process. He reviewed the areas of

purchasing that procurement is not involved in, mainly real estate. There are various threshold levels; under \$10,000, between \$10,000 and \$100,000 and over \$100,000 that require different processes. Commissioners asked questions about the evaluation process and how procurement seeks feedback about the quality of work the contractor is providing. No action taken.

**6. Internal Audit 2nd Quarter Update**

Internal Auditor, Leah Bird, provided an update the commission on activities of the department in the 2nd quarter of the City's fiscal year. Activities included supporting the Workday EPR troubleshooting and phase 3 implementation team, and the audit various cash accounts. No action taken.

**7. Future Agenda Items**

Chairperson Clark led a discussion on future agenda items. Future items include conversations regarding the vacancies on the commission and the efficacy of the commission, with the potential of going before Mayor and Council to express concerns. A review of the commissions charter so members can better understand their authority and function. Another future agenda item would be a presentation from TPD regarding labor negotiations and metrics from exit interviews. No other action was taken.

**8. Adjournment 4:47 pm**

The next regular meeting of the IAPC is scheduled for Wednesday, February 1st, at 3:00 p.m