



**Independent Audit and Performance Commission (IAPC)  
Wednesday, August 2, 2023, 3:00 PM**

**Hybrid Meeting**

**Legal Action Report**

**1. Call to Order/Roll Call– 3:07 PM**

COMMISSION MEMBERS PRESENT: Bruce Burke (Ward 2); Brian Andrews (Ward 4); Robert Clark, Chairperson (Ward 5); Lois Pawlak, Vice-Chairperson (Ward 6)

COMMISSION MEMBERS ABSENT/EXCUSED: Mayor's Appointee (Vacant), Mark Rodriguez (Ward 1), Lydia Hunter (Ward 3)

COMMISSION MEMBERS LATE: N/A

A quorum was established.

STAFF MEMBERS: Aaron Williams, Principal Internal Auditor (Ex Officio, Non-Voting); Juan Rivera, Administrative Assistant; Vivian Newsheller, Deputy Director of Business Services.

**2. Approval of the July 5, 2023, IAPC Meeting Minutes**

Commissioner Andrews moved to approve the minutes with an edit to the title of Tucson Police Department staff, seconded, passed by a vote of 4 to 0.

**3. Staff Update**

Deputy Director of Business Services, Vivian Newsheller, provided a staff update to the Commission covering year-end processes related to the City's Annual Comprehensive Financial Report (ACFR) for fiscal year 2023, and meetings to monitor costs compared to budget. No action taken.

**7. IAPC Fiscal Year 2022 Annual Comprehensive Financial Report Review *(taken out of order)***

Chairperson Clark led a discussion and review of the report. Commissioner Andrews moved to issue the report as written, seconded, passed by a vote of 4 to 0.

**8. IAPC Six-Month Activity Report *(taken out of order)***

Chairperson Clark led a discussion and review of the six-month activity report. Commissioner Andrews moved to issue the report edited to include the monthly meeting canceled due to lack of quorum, seconded, passed by a vote of 4 to 0.

**5. Fiscal Year 2024 Annual Audit Plan** *(taken out of order)*

Principal Internal Auditor Aaron Williams presented the proposed Fiscal Year 2024 Internal Audit Plan. Commissioner Andrews moved to adopt the audit plan as written, seconded, passed by a vote of 4 to 0.

**6. IAPC Code and Bylaws** *(taken out of order)*

Principal Internal Auditor Aaron Williams provided an overview of the bylaws. Commissioners discussed issues related to quorum requirements. No action was taken.

**9. IAPC Letter to Mayor's Office Regarding Vacancies** *(taken out of order)*

Chairperson Clark led a discussion regarding the status of the letter. Commissioner Pawlak stated she is working on a draft letter and will provide a copy for discussion at a future meeting. No action was taken.

3:54pm Commissioner Burke left the meeting, quorum was lost. The meeting was adjourned at 3.54pm.

The next regular meeting of the IAPC is scheduled for Wednesday, September 6, 2023, at 3:00 p.m