



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

**Hybrid Meeting  
Minutes**

**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 May July 5, 2023, IAPC Meeting Minutes**

Commissioner Andrews moved to approve the minutes with an edit to the title of Tucson Pulice 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.

**4. 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 of a vote of 4 to 0.

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

Chairperson Clark led a discussion of the report. Commissioner Andrews moved to issue the report edited to include the monthly meetings canceled due to lack of quorum, seconded. Passed by vote of 4 to 0.

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

Principal Internal Auditor Aaron Williams presented the proposed annual internal audit plan and discussed the focus areas. 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 the quorum requirements. No action was taken.

**7. 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.

**8. Adjournment**

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