



P.O. Box 27210
Tucson, AZ 85726-7210
(520) 791-4213 (Voice)
(520) 791-2639 (TDD)
(520) 791-4017 (FAX)

HYBRID MEETING NOTICE

Independent Audit and Performance Commission (IAPC)

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Independent Audit and Performance Commission and to the general public that the Independent Audit and Performance Commission will hold the following meeting virtually (remotely) using Microsoft Teams on:

Wednesday, November 1, 2023 - 3:00 P.M.

This meeting will be held remotely through technological means, as permitted under Arizona law, as well as in person. The meeting will be recorded and posted to City Boards, Committees, and Commissions website for public review.

For those individuals new to Microsoft Teams, please get the app now and be ready when the meeting starts, or join using your current browser if you do not have the app:

Microsoft Teams meeting

Join on your computer, mobile app or room device.

[Click here to join the meeting](#)

Meeting ID: 268 927 521 229

Passcode: AVHpmn

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[+1 213-293-2303,809602131#](#) United States, Los Angeles

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For technical assistance accessing the meeting online, please contact Aaron.Williams@tucsonaz.gov

AGENDA

- 1. Call to Order and Roll Call**
- 5 minutes 2. Approval of the October 4, 2023, IAPC Meeting Minutes**
- 5 minutes 3. Staff Update**
Business Services Staff will provide an update to the commission.
- 20 minutes 4. Payment Process and Controls**

Business Services Staff will provide an overview of how the City processes payments and controls that are in place. Discussion will include approval of payments and Internal Audit finding from early 2023 related to payment duplications.

15 minutes 5. Internal Audit Quarterly Update

Principal Internal Auditor Aaron Williams will provide an update on Internal Audit activities conducted during the previous quarter.

15 minutes 6. Review of Draft Letter to Mayor's Office

IAPC Chairperson Clark will lead a discussion and review of the proposed letter to the Mayor's Office concerning vacant appointments.

15 minutes 7. Call to the Audience

This is the time any member of the public can address the Independent Audit and Performance Commission. Due to time constraints, the amount of time allotted to this item is 15 minutes. An individual is allowed three minutes to address the commission. Due to Open Meeting Law, commissioners cannot discuss topics that are not on the agenda. Items brought up by the public may be considered for discussion at a future meeting.

15 minutes 8. Future Agenda Items

IAPC Chairperson Clark will lead a discussion on future agenda items.

5 minutes 9. Adjournment

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

Commission Members Representing the Office of:

(Mayor) Vacant; **(W1)** Mark Rodriguez; **(W2)** Bruce Burke; **(W3)** Lydia Hunter; **(W4)** Brian Andrews; **(W5)** Robert Clark, Chairperson; **(W6)** Lois Pawlak, Vice Chairperson

Staff Liaisons:

Aaron Williams, Principal Internal Auditor (Ex Officio, Non-Voting); Juan Rivera, Administrative Assistant

Note:

Persons with a disability may request a reasonable accommodation by contacting the City Clerk's Office at 791-4213 or (520) 791-2639 for TDD. Requests should be made as early as possible to allow time to arrange the accommodation.