



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

**Hybrid Meeting
Minutes**

1. Call to Order/Roll Call– 3:07 PM

COMMISSION MEMBERS PRESENT: Mark Rodriguez (Ward 1), Bruce Burke (Ward 2); Lydia Hunter (Ward 3); Brian Andrews (Ward 4); Robert Clark, Chairperson (Ward 5)

COMMISSION MEMBERS ABSENT/EXCUSED: Mayor's Appointee (Vacant), Lois Pawlak Vice-Chairperson (Ward 6)

COMMISSION MEMBERS LATE: N/A

COMMISSION MEMBERS EXCUSED EARLY: 3:54pm Bruce Burke (Ward 2)

A quorum was established.

STAFF MEMBERS: Aaron Williams, Principal Internal Auditor (Ex Officio, Non-Voting).

2. Approval of the August 2, 2023, IAPC Meeting Minutes

Commissioner Burke moved to approve the minutes, seconded, passed by a vote of 5 to 0.

3. Staff Update

City staff were not present to provide an update. No action taken.

4. Internal Audit Quarterly Update

Principal Internal Auditor Aaron Williams provided an overview of staff activities conducted during Quarter 4 of Fiscal Year 2023 (April - June 2023). Consulting services were conducted for the Office of the City Manager and the following departments: Business Services; Information Technology; Human Resources; Transportation and Mobility. Staff supported one IAPC meeting during the quarter. Assurance services covered accounts payable and procurement cards. No action taken.

5. IAPC Code and Bylaws

Chairperson Clark led a discussion on a proposed revision to the bylaws to reflect new quorum requirements as detailed in Ordinance #12024 as adopted by Mayor and Council on August 8, 2023. Current bylaws quorum requirements are based on number of authorized members; revision would base the quorum on number of currently appointed and serving members.

Commissioner Burke moved to approve the revised bylaws, seconded, passed by a vote of 5 to 0.

6. Review of Draft Letter to Mayor's Office

Chairperson Clark led a discussion on a letter regarding IAPC vacancies. The commission discussed the need to verify some of the statements in the letter such as residence requirements and the current length of vacancies. No action taken.

7. Call to the Audience

No audience comments presented. No action taken.

8. Future Agenda Items

Future agenda items were identified. Including: Controls related to processing payments; data available from speed trailer monitoring; data related to 2022 fatal traffic incidents; Tucson Police Department (TPD) recruiting and retention statistics; TPD labor negotiations; coordination between government agencies. No action taken.

9. Adjournment – 4:20pm

The next regular meeting of the IAPC is scheduled for Wednesday, November 1st 2023, at 3:00pm.