



**Independent Audit and Performance Commission (IAPC)  
Wednesday, November 1, 2023, 3:00 PM**

**Hybrid Meeting**

**Legal Action Report**

**1. Call to Order/Roll Call– 3:06 PM**

COMMISSION MEMBERS PRESENT: Bruce Burke (Ward 2); Lydia Hunter (Ward 3); 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)

COMMISSION MEMBERS LATE: N/A

COMMISSION MEMBERS EXCUSED EARLY: 3:10pm Brian Andres (Ward 4)

A quorum was established.

STAFF MEMBERS: Aaron Williams, Principal Internal Auditor (Ex Officio, Non-Voting), Vivian Newsheller, Deputy Director Business Services.

**2. Approval of the October 4, 2023, IAPC Meeting Minutes**

Commissioner Burke moved to approve the minutes, seconded, passed by a vote of 4 to 0.

**3. Staff Update**

Deputy Director of Business Service, Vivian Newsheller, provided an update to the commission. Stated the City's Annual Comprehensive Financial Report is currently being compiled and that the initial department outreach related to the fiscal year 2025 budget is taking place. Staff also conducted a one-day hiring event that resulted in many new hires. No action taken.

**4. Payment Process and Controls**

Deputy Director of Business Service, Vivian Newsheller, discussed financial system controls that are in place to increase the accuracy of payments. During fiscal year 2024 a few inaccurate payments were discovered. These were mostly related to the implementation of a new financial system and new processes. Staff addressed questions from the commissioners. No action taken.

**5. Internal Audit Quarterly Update**

Principal Internal Auditor Aaron Williams provided an overview of staff activities conducted during Quarter 1 of Fiscal Year 2024 (July - Sept 2023). No action taken.

**6. Review of Draft Letter to Mayor's Office**

Chairperson Clark led a discussion on a letter regarding IAPC vacancies. Edits were identified to remove a paragraph, correct a City Charter reference to the City Code, and a grammatical addition. Commissioner Burke moved to approve to issue the letter as edited, seconded, passed by a vote of 4 to 0.

**7. Call to the Audience**

No audience comments presented. No action taken.

**8. Future Agenda Items**

Future agenda items were identified. Including: New employee training and onboarding; data available from speed trailer monitoring; data related to 2022 fatal traffic incidents; TPD recruiting and retention statistics; TPD labor negotiations; offboarding processes including exit interviews and data tracking. No action taken.

**9. Adjournment – 4:05pm**

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