



**Independent Audit and Performance Commission (IAPC)
Wednesday, December 6, 2023, 3:00 PM**

**Hybrid Meeting
Minutes**

1. Call to Order/Roll Call– 3:05 PM

COMMISSION MEMBERS PRESENT: 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), Mark Rodriguez (Ward 1), Lois Pawlak (Ward 6)

COMMISSION MEMBERS LATE: N/A

COMMISSION MEMBERS EXCUSED EARLY: N/A

A quorum was established.

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

2. Approval of the November 1, 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 a few financial reports are being finalized before the statements can be issued. The Fiscal Year 2025 budget is in the initial stages of department outreach and draft project schedule. No action taken.

4. Employee Onboarding and Offboarding Process Overview

Director of Human Resources, Suzette Yaezenko, provided an overview of the offboarding process. Presentation included how staff identified gaps and inconsistencies in the exit interview process and methods for capturing data. Improvements are underway to capture exit data within the City's enterprise resource planning system and establishing a uniform process. Staff addressed questions from the commissioners. No action taken.

5. Call to the Audience

No audience comments presented. No action taken

6. Future Agenda Items

Future agenda items were identified. Including: review of construction and paving project punch list process; data available from speed trailer monitoring; data related to 2022 fatal traffic incidents; TPD recruiting and retention statistics; TPD compensation plan. No action taken.

7. Adjournment – 4:09pm

The next regular meeting of the IAPC is scheduled for Wednesday, January 3, 2024, at 3:00pm.