



**Independent Audit and Performance Commission
Tuesday, June 16, 2020, 2:00 PM**

Virtual Meeting

Legal Action Report

1. Call to Order/Roll Call: 2:01 PM

COMMISSION MEMBERS PRESENT: Mark Crum (Ward 2); Lydia Hunter (Ward 3); Brian Andrews (Ward 4); Eddie Rios (Ward 5)

COMMISSION MEMBERS ABSENT/EXCUSED: Mayor's Appointee (Vacant)
Ward 1 Appointee (Vacant)
Ward 6 Appointee (Vacant)

COMMISSION MEMBERS LATE: None

A quorum was established.

STAFF MEMBERS: Joyce Garland, Chief Financial Officer / Assistant City Manager; Jeffrey Yates, Business Services Director; Aaron Williams, Principal Internal Auditor; Robert Kulze, Principal Internal Auditor (Ex Officio, Non-Voting); Irene Messina, Administrative Assistant

2. Election of Chairperson and Vice Chairperson

A special election was held to elect a Chairperson and a Vice Chairperson to serve out the remainder of the terms of the previous incumbents, who had resigned and whose terms were due to expire in June 2021. The floor was opened to nominations for the office of Chairperson. Commissioner Rios nominated Commissioner Crum; Commissioner Crum declined the nomination. Commissioner Andrews nominated Commissioner Hunter; Commissioner Hunter declined the nomination. Commissioner Hunter nominated Commissioner Andrews; Commissioner Andrews declined the nomination. Commissioner Hunter nominated Commissioner Rios; Commissioner Rios declined the nomination. It was moved by Commissioner Crum, duly seconded and carried by a roll call vote of 4 to 0 to close the nominations for the office of Chairperson. The floor was opened to nominations for the office of Vice Chairperson. Commissioner Rios nominated Commissioner Hunter; Commissioner Hunter accepted the nomination. No other nominations were made. Commissioner Andrews seconded the nomination of Commissioner Hunter as the new Vice Chairperson. Commissioner Hunter was elected Vice Chairperson by a roll vote of 4 to 0.

- 3. Approval of the March 4, 2020 IAPC Meeting Minutes**
It was moved by Commissioner Andrews, duly seconded and carried by a roll call vote of 4 to 0, to approve the minutes as accurately memorializing what was discussed at the meeting on March 4th.
- 4. Staff Update**
Chief Financial Officer / Assistant City Manager Joyce Garland provided an update to the commission and fielded and answered questions. No action was taken.
- 5. IAPC Purchase Card (pCard) Subcommittee Update**
IAPC Subcommittee Members Lydia Hunter and Brian Andrews provided an update to the commission and fielded and answered questions. No action was taken.
- 6. Proposed Internal Audit Plan for FY 2021**
Mr. Kulze presented the proposed Internal Audit Plan for FY 2021 for the commission's review and comment. It was moved by Commissioner Rios, duly seconded and carried by a roll call vote of 4 to 0, to approve the plan.
- 7. Fiscal Year 2020 Internal Audit Plan – Third Quarter Update**
Principal Internal Auditor Aaron Williams provided an update to the commission about the FY 2020 Internal Audit Plan. No action was taken.
- 8. Discussion of a Request for an Audit of the City's Code Enforcement Division**
Mr. Kulze reviewed Ms. Garland's memorandum addressing Council Member Durham's request for an audit of the Code Enforcement Division and presented a sample engagement plan to help the commission address the engagement objectives identified in the memorandum. It was moved by Commissioner Rios, duly seconded and carried by a roll call vote of 4 to 0, to receive additional guidance from Council Member Durham's staff at the next commission meeting.
- 9. Future Agenda Items**
 - Discussion of a Request for an Audit of the City's Code Enforcement Division
 - Report from the IAPC Purchase Card (pCard) Subcommittee
 - IAPC Six-Month Activities Report to Mayor and Council: January – June 2020
 - FY 2020 Internal Audit Plan – Fourth Quarter Update
- 10. Adjournment – 2:55 PM**
The next regularly scheduled meeting of the IAPC will be held on Wednesday, July 1, 2020, at 3:00 p.m.