



**Independent Audit and Performance Commission (IAPC)
Purchase Card (pCard) Subcommittee
Monday, June 29, 2020, 2:00 PM**

**Virtual Meeting
Legal Action Report**

1. Call to Order/Roll Call: 2:00 PM

COMMISSION MEMBERS PRESENT: Lydia Hunter, Subcommittee Chairperson (Ward 3); Brian Andrews (Ward 4)

COMMISSION MEMBERS ABSENT/EXCUSED: Ward 1 (Vacant)

COMMISSION MEMBERS LATE: None

A quorum was established.

STAFF MEMBERS: Laura Jestings, Business Services Deputy Director; Penny Watts, Finance Administrator; Jenise Martin, pCard Coordinator; Aaron Williams, Principal Internal Auditor; Robert Kulze, Principal Internal Auditor (Ex Officio, Non-voting), Irene Messina, Administrative Assistant

2. Appointment of pCard Subcommittee Chairperson

IAPC Vice Chairperson Lydia Hunter appointed herself as pCard Subcommittee Chairperson in order to replace the previous subcommittee chairperson, who had resigned from the IAPC. This appointment was made in accordance with the IAPC Bylaws.

3. Approval of the February 27, 2020 IAPC pCard Subcommittee Meeting Minutes

It was moved by Commissioner Andrews, duly seconded and carried by a roll call vote of 2 to 0, to approve the minutes as accurately memorializing the meeting.

4. Discussion and Review of the City's pCard Program and Draft Report

Subcommittee Chairperson Hunter and Commissioner Andrews completed work on the draft report. Ms. Jestings, Ms. Watts, Ms. Martin, Mr. Williams, and Mr. Kulze fielded and answered questions. It was moved by Subcommittee Chairperson Hunter, duly seconded and carried by a roll call vote of 2 to 0, to present the draft report to the IAPC at their next meeting.

5. Future Agenda Items

Approval of the June 29, 2020 IAPC pCard Subcommittee Meeting Minutes.

6. Adjournment: 3:55 PM