

## AGENDA

**Audit Committee**  
**Wednesday, July 19, 2017**  
**5:30 PM – 6:45 PM**  
**City Hall, Room 103**

- A. Approval of the Wednesday, January 18, 2017 Meeting Minutes
- B. FY17 Audit Update
- C. Review of Agenda Items
  - Boards, Authorities, and Commissions Audit
  - Leisure Services Department Audit
- D. FY18 Work Plan
- E. Upcoming Meeting Schedule
  - Currently set for the 3<sup>rd</sup> Wednesday at 5:30 PM odd months
  - September 20, 2017 (reschedule to September 13 or 27)
  - November 15, 2017
  - January 17, 2018
  - March 21, 2018
  - May 16, 2018
- F. Items for Discussion at next meeting

**Note: The Audit Committee meeting is open to the public. However, public comments are not received unless the Committee Chair requests that an individual provides information to the committee.**

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## AUDIT COMMITTEE MEETING MINUTES

Wednesday January 18, 2017

City Hall Room 103

### Committee Members Present:

Commissioner Diane Bell, Chair  
Commissioner Allison Wright  
Commissioner Jared Bailey  
Commissioner Sharyn Dickerson

### Visitors Present:

Blaine Williams, Manager  
Robert Hiss, Assistant Manager  
Jestin Johnson, Assistant Manager  
Jean Spratlin, Clerk of Commission  
Kent Kilpatrick, Interim Director, Leisure Services  
Gary Green, UGA Faculty  
Nancy Denson, Mayor

### Staff Present:

Stephanie Maddox, Internal Auditor  
Deborah Allen, Administrative Assistant  
Scott Riley, Intern  
Destiny Allen, Intern

### Committee Members Absent:

Commissioner Kelly Girtz

- I. Chair Bell called the meeting to order at 5:32 PM.
- II. Minutes from the October 19, 2016 meeting were approved.
- III. Staff provided an update on the status of the FY16 Work Plan.
  - a. The Leisure Services Summer Camp audit is complete. The Commission approved the recommendations on January 3, 2017.
  - b. The review of BACs is complete and the Clerk of Commission and Managers comments have been included in the report and submitted for distribution to the Committee.  
The Committee previously discussed having a work session for the Commission led by the Internal Auditor. Commissioner Bailey suggested polling the Commission gather any input on what they would like presented. Commissioner Dickerson added, that in a work session there should be a brief history of how we got to this point and what we found out in the analysis of the BACs, and what those recommendations are and if there are additional recommendations at that point.
- IV. Staff provided an update on the status of the FY17 Work Plan.
  - a. A draft report of the Leisure Services Performance Audit was submitted by Matrix at the end of November. The Office of Operational Analysis reviewed the report, provided feedback and sent it back to Matrix. A follow up conference call is tentatively scheduled for Monday January 30, 2017. Commissioner Dickerson suggested that Chair Diane Bell sit in on the call.
  - b. The Manager's comments regarding the Risk Assessment will be sent to the entire Committee for review and consideration. Additionally, the deadline for the dispersal of the tool has been postponed. It was suggested to rename the assessment tool "Safety Assessment."
- V. Dr. Gary Green presented the Committee with a proposal to collaborate with Athens-Clarke County to research the utilization of municipal parks in our community. Many committee members agreed this was a good idea. However, the proposal should go through the proper chain of command for consideration. Any further discussion will go through the Manager's Office.
- VI. Topics for next meeting include:
  - Discussion of a BAC Work Session Outcomes
  - Safety Assessment Update (Risk Assessment)
  - Leisure Services Performance Audit Update
  - Reschedule September 20, 2017 meeting due to existing conflicts.
- VII. Meeting adjourned at 6:33 PM.

#### Upcoming Meetings:

- March 15, 2017
- May 17, 2017
- July 19, 2017
- September 20, 2017
- November 15, 2017