

September 18, 2024

Audit Committee Minutes

2:00 PM

City Hall Building – 1111 1st Ave., 1st Floor

Members: Chairman John Redmond, Vice Chairperson Toyia Tucker, Mike Baker, Mike Bruder and Recording Secretary Tameka Colbert

Absent: Glenn Davis

Visitors: Deputy City Manager Pamela Hodge

Call to Order

A regular meeting of the Audit Committee was called to order by Chairman John Redmond at 1:59 p.m.

Approval of minutes

A motion to approve the minutes of the July 18, 2024, Audit Committee Meeting and Executive Session was made by Vice Chairperson Tucker and seconded by Mike Baker. The minutes were approved by unanimously by the four members present.

ORDERS OF BUSINESS

I. Old Business

A. Evaluation Committee:

Chairman Redmond advised that he sent a request to the Purchasing Manager to serve on the Evaluation Committee for the selection of the External Auditor. He said he has not heard back from her at this time.

B. Risk Assessment:

Chairman Redmond expressed gratitude for Mauldin Jenkins providing training to the committee. He mentioned that they gave some pointers on how they conduct their audit risk assessments. He said he has some additional information that he will share with the committee at the next meeting.

Mike Bruder emphasized the importance of executing and documenting a formal risk assessment, noting that the assessment would focus on the high-risk areas within the city government. He suggested that the committee make a

recommendation to the City Council to request funding to contract with an external professional consulting firm. He also mentioned that there are formal processes to updating assessments. He then made a further recommendation to work with the Internal Audit Team to develop a process to update the risk assessment on an annual basis.

After several minutes of discussion regarding this matter, the members of the committee unanimously agreed to support the recommendations made by Mr. Bruder and move forward by drafting the necessary language to submit to Council.

II. New Business

A. SharePoint:

Vice Chairperson Tucker informed the committee that she has coordinated with the IT Department to establish a SharePoint site for the purpose of enabling data sharing among the committee members.

Chairman Redmond thanked Ms. Tucker for taking the initiative to create the site.

B. Current Code of Ordinances – Article VI. Internal Auditor/Compliance Officer:

There was discussion among the committee members regarding the current ordinance.

Mr. Bruder said after comparing Atlanta's ordinance to Columbus' ordinance, he found Atlanta's to be more comprehensive. He pointed out that certain aspects such as the level of accountability as well as specific duties and responsibilities are unclear in Columbus' ordinance. He also noted that the ordinance is a little outdated and in need of revision.

Mr. Baker asked if there was a request made by the Council for the committee to consider revising the ordinance, or would this be presented to Council as a recommendation to suggest amendments to the ordinance.

Mr. Redmond clarified that the council had not requested that the Committee make changes to the ordinance. He said this would only be a recommendation made to the council by the committee.

C. Annual Report:

Mr. Baker suggested that the committee prepare an annual report to ensure transparency with the citizens and voters that voted in favor of the Audit Committee. He said the report should include details on meeting times and issues discussed. He said the report could be submitted to the Council or Councilor Tucker could read it into the record at a council meeting.

There was a consensus among the committee members to provide an annual report to the public.

D. Annual Audit Plan

Mr. Bruder said he would like to work with Internal Auditor Donna McGinnis to determine the best time to work on the Audit Plan. He recommended adding it to a standard agenda to schedule a date for approval of the plan. He said having this plan would help the committee understand what their responsibilities should be throughout the year.

Vice Chairperson Tucker advised that Ms. McGinnis has been working on an audit master plan based on risk levels, which will be presented to the committee for review.

Mr. Redmond said the committee will have an annual audit plan, which would ultimately be the Internal Auditor's responsibility to prepare, with guidance from the Committee. He said the plan will include an outlined schedule of activities for the committee to complete throughout the year, along with deadlines etc.

E. Next Meeting Date:

The next meeting date was set for November 20, 2024.

Adjournment

The meeting was adjourned at 2:40 p.m.