

# DRAFT



**MINUTES  
AUDIT COMMITTEE  
CITY HALL, CONFERENCE ROOM B3  
5850 W. GLENDALE AVE.  
GLENDALE, ARIZONA 85301  
JUNE 5, 2024  
2:00 P.M.**

1. **CALL TO ORDER**

Chairperson Malnar called the meeting to order at 2:01 PM.

2. **ROLL CALL**

Present: Raymond Malnar, Councilmember, Chairperson  
Joyce Clark, Councilmember  
Ian Hugh, Vice Mayor  
Marc Floyd, Member  
Kevin Phelps, City Manager  
Levi Gibson, Budget & Finance Director

Absent: Irene Avalos, Member

Also Present: Mike Kingery, Independent Internal Audit Program Manager  
Vicki Rios, Assistant City Manager  
James Gruber, Chief Deputy City Attorney  
Jean Moreno, Director, Community Services  
Dawn Ferro, Library Administrator  
Kristin Fletcher-Spear, Administrative Librarian  
Jenny Durda, Director, Organizational Performance  
Chelsea Ritchie, Consulting Senior Manager, Moss Adams (Guest)  
David Lara, Senior, Moss Adams (Guest)

3. **CITIZEN COMMENTS**

None.

4. **APPROVAL OF THE MINUTES**

- a. Approval of the Audit Committee Minutes of March 13, 2024.

A motion was made by Vice Mayor Ian Hugh, Seconded by Councilmember Joyce Clark to approve the Audit Committee meeting minutes of March 13, 2024.

AYE: Councilmember, Chairperson Raymond Malnar  
Councilmember Joyce Clark  
Vice Mayor Ian Hugh  
Member Marc Floyd  
Other: Member Irene Avalos (ABSENT)

5. **MOTION TO CALL FOR AND ENTER INTO EXECUTIVE SESSION**

A motion was made by Councilmember Joyce Clark, Seconded by Vice Mayor Ian Hugh to enter into Executive Session at 2:04 PM.

AYE: Councilmember, Chairperson Raymond Malnar  
Councilmember Joyce Clark  
Vice Mayor Ian Hugh  
Member Marc Floyd  
Other: Member Irene Avalos (ABSENT)

6. **EXECUTIVE SESSION**

Review and discuss draft audit reports pursuant to Glendale City Code §2-54b and §2-58c (A.R.S. §38-431.03 (A)(2)). Session was held.

7. **MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN OPEN SESSION**

A motion was made by Councilmember Joyce Clark, Seconded by Vice Mayor Ian Hugh to adjourn Executive Session and reconvene in Open Session at 2:38 PM.

AYE: Councilmember, Chairperson Raymond Malnar  
Councilmember Joyce Clark  
Vice Mayor Ian Hugh  
Member Marc Floyd  
Other: Member Irene Avalos (ABSENT)

8. **CONSIDERATION/POSSIBLE VOTE ON EXECUTIVE SESSION ITEMS**

Vote to approve separate items as listed below. *For discussion and action.*

- a. Vote to approve draft Library Programming audit report and authorize staff to forward the final audit results to the City Council.

A motion was made by Councilmember Joyce Clark, Seconded by Vice Mayor Ian Hugh to approve the Library Programming audit report and authorize staff to forward the final audit results to City Council.

AYE: Councilmember, Chairperson Raymond Malnar  
Councilmember Joyce Clark  
Vice Mayor Ian Hugh  
Member Marc Floyd  
Other: Member Irene Avalos (ABSENT)

- b. Vote to approve qualified vendor list from RSOQ 24-43 Internal Audit Professional Services and authorize staff to include on consent agenda for upcoming City Council vote.

A motion was made by Vice Mayor Ian Hugh, Seconded by Councilmember Joyce Clark to approve the qualified vendor list from RSOQ 24-43 and authorize staff to include on the consent agenda for upcoming City Council vote.

AYE: Councilmember, Chairperson Raymond Malnar  
Councilmember Joyce Clark  
Vice Mayor Ian Hugh  
Member Marc Floyd  
Other: Member Irene Avalos (ABSENT)

- c. Vote to approve proposed FY25 audit plan and authorize staff to include on consent agenda for upcoming City Council vote.

A motion was made by Vice Mayor Ian Hugh, Seconded by Councilmember Joyce Clark to approve the proposed FY25 audit plan and authorize staff to include on the consent agenda for upcoming City Council vote.

AYE: Councilmember, Chairperson Raymond Malnar  
Councilmember Joyce Clark  
Vice Mayor Ian Hugh  
Member Marc Floyd  
Other: Member Irene Avalos (ABSENT)

9. **UPDATE ON COMMITTEE GOALS**  
Staff will provide the current status of committee goals for the current year per the requirements of Glendale City Code, Chapter 2, Article VIII. *For information and discussion.* Mr. Kingery updated the committee on the status of its goals.
  
10. **UPDATE ON FY24 AUDIT PLAN**  
Staff will provide an update on the FY24 audit plan. *For information and discussion.* Mr. Kingery updated the committee on the status of each engagement for the FY24 audit plan.
  
11. **UPDATE ON RISK ASSESSMENT AND INTERNAL AUDIT CHARTER**  
Staff will provide an update on the risk assessment process and changes to the audit charter. *For information and discussion.* Mr. Kingery explained the new risk assessment process and the changes made to the audit charter.
  
12. **COMMITTEE COMMENTS AND SUGGESTIONS**  
Chairperson Malnar expressed appreciation for IIAP staff efforts on implementing recent administrative structure and processes.
  
13. **NEXT MEETING**  
Committee members agreed that the next regular meeting of the Audit Committee will be held on September 11, 2024, at 2:00 PM, at a location to be determined.
  
14. **ADJOURNMENT**  
Chairperson Malnar adjourned the meeting at 2:54 PM.

The Audit Committee meeting minutes of June 5, 2024, were submitted and approved this \_\_\_\_ day of \_\_\_\_, 2024.

---

Michael Kingery  
Internal Audit Program Manager