

# DRAFT



**MINUTES  
AUDIT COMMITTEE  
GLENDALE AIRPORT, 2ND FL CONF ROOM  
6801 N. GLEN HARBOR BLVD.  
GLENDALE, ARIZONA 85307  
SEPTEMBER 11, 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  
Irene Avalos, Member  
Marc Floyd, Member  
Kevin Phelps, City Manager  
Levi Gibson, Budget & Finance Director

Also Present: Mike Kingery, Independent Internal Audit Program Manager  
James Gruber, Chief Deputy City Attorney  
Ryan Freeburg, Fire Chief  
Arlene Chemello, Interim Chief Information Officer  
Mike Siewerth, Management Analyst, Innovation & Technology  
Jenny Durda, Director, Organizational Performance Office  
Chelsea Ritchie, Consulting Senior Manager, Moss Adams (Guest)  
Andrew Koumelis, Manager, Moss Adams (Guest)

**3. CITIZEN COMMENTS**

None.

**4. APPROVAL OF THE MINUTES**

a. Approval of the Audit Committee Minutes of June 5, 2024.

A motion was made by Vice Mayor Ian Hugh, Seconded by Councilmember Joyce Clark to approve the Audit Committee meeting minutes of June 5, 2024.

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

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 2:02 PM.

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

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 2:34 PM.

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

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

Vote to approve draft IT Inventory and Fire Department NFPA 1500 Compliance audit reports and authorize staff to forward the final audit results of both to the City Council. *For discussion and action.*

A motion was made by Vice Mayor Ian Hugh, Seconded by Councilmember Joyce Clark to approve the IT Inventory and Fire Department NFPA 1500 Compliance audit reports and authorize staff to forward the final results of both to City Council.

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

9. **GOAL SETTING AND TOPICS FOR DISCUSSION**

The committee will discuss and approve its goals for the current year per the requirements of Glendale City Code, Chapter 2, Article VIII. *For discussion and action.* Mr. Kingery updated the committee on the status of its goals, and the committee agreed to keep the same two goals in place for the upcoming year.

10. **UPDATE ON FY24 & FY25 AUDIT PLANS**

Staff will provide an update on the FY24 and FY25 audit plans. *For information and discussion.* Mr. Kingery updated the committee on the status of each engagement for the FY24 audit plan, along with the status of executing contracts with our qualified vendors for the FY25 audit plan.

11. **FY2024-25 AUDITOR'S ANNUAL INDEPENDENCE STATEMENT**

Staff will provide a copy of the completed annual independence statement. *For information and discussion.* Mr. Kingery explained the requirement per auditing standards to annually attest to his independence as part of the audit function.

12. **COMMITTEE COMMENTS AND SUGGESTIONS**

None.

13. **NEXT MEETING**

Committee members agreed that the next regularly scheduled meeting of the Audit Committee will be on December 11, 2024, at 2:00 p.m., at a location to be determined.

14. **ADJOURNMENT**

Chairperson Malnar adjourned the meeting at 3:07 PM.

The Audit Committee meeting minutes of September 11, 2024 were submitted and approved this \_\_\_\_ day of \_\_\_\_, 2024.

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Michael Kingery  
Internal Audit Program Manager