

Audit Committee

Goodyear City Hall - Civic Square (4th floor)
1900 N. Civic Square
Goodyear, AZ 85395



Wednesday, April 9, 2025

2:00 p.m.

Meeting Minutes

CALL TO ORDER

The meeting was called to order at 2:02 p.m. by Finance Director, Jared Askelson.

ROLL CALL

Present: Councilmember Brannon Hampton; Councilwoman Vicki Gillis; Councilmember Trey Terry

Staff Present: Finance Director Jared Askelson; Deputy City Manager Justin Fair; Management Assistant Kelli Gieszler

PUBLIC COMMENTS

There were no public comments.

BUSINESS

1. WELCOME

Staff introductions

2. ELECT AUDIT COMMITTEE CHAIR

Finance Director Askelson advised that with the forming of the Audit Committee a nominee for Committee Chair was needed.

MOTION BY Councilwoman Vicki Gillis, **SECONDED BY** Councilmember Trey Terry to elect Brannon Hampton as Audit Committee Chair. The motion carried as follows:

AYE: Councilmember Brannon Hampton, Councilwoman Vicki Gillis, Councilmember Trey Terry

Passed - Unanimously

3. ELECT AUDIT COMMITTEE VICE CHAIR

Finance Director Askelson advised that with the forming of the Audit Committee a nominee for Committee Vice Chair was needed.

MOTION BY Councilwoman Vicki Gillis, **SECONDED BY** Councilmember Brannon Hampton to elect Trey Terry as Vice Chair. The motion carried as follows:

AYE: Councilmember Brannon Hampton, Councilwoman Vicki Gillis, Councilmember
Trey Terry

Passed - Unanimously

4. **REVIEW, DISCUSS, AND POSSIBLE ACTION OF THE AUDIT COMMITTEE BY-LAWS**

Jared Askelson, Finance Director, presented an overview of the Audit Committee by-laws.

MOTION BY Councilmember Trey Terry, **SECONDED BY** Councilwoman Vicki Gillis the motion to adopt the by-laws carried as follows:

AYE: Councilmember Brannon Hampton, Councilwoman Vicki Gillis, Councilmember
Trey Terry

Passed - Unanimously

5. **REVIEW, DISCUSS, AND POSSIBLE ACTION OF THE INTERIM AUDIT PLAN**

Finance Director, Jared Askelson, presented an overview of the Interim Audit plan. Mr. Askelson explained this interim plan would provide direction through May and June. Council member Hampton inquired if there would be an interim auditor assigned until the Internal Audit Manager position was filled? Mr. Askelson indicated that there would not be an interim auditor as the interim audit plan would suffice to get the Audit Committee through until the position is permanently filled. Justin Fain, Deputy City Manager, also indicated that the Internal Auditor Manager position would be posted by the end of this week. Discussion was held around when the Internal Audit Manager position would be starting and if the pay was comparable for attracting quality candidates. Mr. Fair indicated that the desire would be a June start date, and we would give an update at the May meeting.

MOTION BY Councilwoman Vicki Gillis, **SECONDED BY** Councilmember Brannon Hampton to approve the interim audit plan.

AYE: Councilmember Brannon Hampton, Councilwoman Vicki Gillis, Councilmember
Trey Terry

Passed - Unanimously

6. **INTRODUCTION OF PAYROLL AND TIMEKEEPING ASSESSMENT**

Finance Director, Jared Askelson, presented the Payroll and Timekeeping Assessment that was completed by an outside third party provider, Protiviti, for the Audit Committee to review. Finance Director Askelson presented a high-level overview of the assessment and indicated that the responsible parties would have written responses from the findings of the assessment back from staff prior to the next meeting in May and that these responses would be sent to the Audit Committee.

INFORMATION ITEMS

Councilmember Terry indicated that he would like the committee to consider making the Internal Audit Manager position report to the Council in lieu of the City Manager. Understanding that this requires a City Charter update, which could happen in one of the next upcoming election cycles.

Finance Director Askelson also indicated that in the future, as the committee evolves, they may want to consider adding citizens to the committee.

NEXT MEETING

The next meetings of the Audit Committee will tentatively be held on:

Monday, May 12, 2025

ADJOURNMENT

There being no further business to discuss, Finance Director, Jared Askelson adjourned the meeting at 2:44 p.m.

Respectfully Submitted by:

Kelli Gieszler, Management Assistant

Jared Askelson, Finance Director

Date:_____

Approved at Audit Committee Meeting held on _____, 2025.