

Audit Committee

Goodyear City Hall - La Jolla Vista (2nd floor)
1900 N. Civic Square
Goodyear, AZ 85395



Monday, May 12, 2025

3:00 p.m.

Meeting Minutes

CALL TO ORDER

Audit Committee Chair Councilmember Hampton called the meeting to order at 3:00 p.m.

ROLL CALL

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

Staff Present: Finance Director Jared Askelson; Deputy City Manager Justin Fair; Deputy Finance Director Kevin Custer; Director of Engineering Steve Scinto

PUBLIC COMMENTS

There were no public comments.

BUSINESS

1. APPROVAL OF MINUTES

MOTION BY Councilmember Brannon Hampton, **SECONDED BY** Councilmember Trey Terry to APPROVE the minutes. The motion carried as follows:

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

Passed - Unanimously

2. REVIEW, DISCUSS AND POSSIBLE ACTION OF THE PAYROLL AUDIT

Finance Director, Jared Askelson, introduced the Payroll and Timekeeping Assessment that was completed by a third-party vendor, Protiviti. Three sections were introduced to be reviewed and that contain management responses: Standardizing Processes, Automation of Processes, and Optimizing the Payroll System. Departments that were involved in this assessment were HR, Finance, Police, Fire, Parks and Rec as well as other stakeholders throughout the organization. Twelve recommendation themes were reviewed with management responses and in total there are 70 specific recommendations from Protiviti.

Deputy City Manager Justin Fair presented the twelve recommendations to the audit committee as well as the management responses and the planned execution of each of these areas moving forward, as well as the expected completion dates of each item.

3. **INTRODUCTION OF CAPITAL IMPROVEMENT PROGRAM (CIP)
RISK MANAGEMENT FOLLOW-UP REVIEW**

Finance Director, Jared Askelson, introduced the Capital Improvement Program (CIP) Risk Management Follow-Up Review that was completed by an outside third party provider, Protiviti, for the Audit Committee to review. This assessment also includes management responses. Finance Director Askelson indicated that this assessment would be the topic of discussion for the next meeting of the committee after the committee has had time to review it. In addition, the assessment and management responses will be emailed to all members of council for their review. Both the Payroll & Time Keeping Assessment and The Capital Improvement Program (CIP) Risk Management Follow-Up Review will be presented in front of council at a planned June meeting.

INFORMATION ITEMS

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

Councilwoman Gillis wanted to have research completed on the Charter for the Audit Committee being its own separate charter and not a part of the main charter as suggested by peers from other comparison cities when she was doing some research. Finance Director, Jared Askelson, indicated that he would follow up on this.

Councilwoman Gillis spoke with other comparison cities and a recommendation was given to not allow outside citizens to serve on the Audit Committee and that it should strictly be elected officials. Finance Director, Jared Askelson, responded that this is something that can be revisited once we are more comfortable with the Audit Committee process and how we want it to work in the future.

NEXT MEETING

The next meeting of the Audit Committee will tentatively be held on:
Thursday, June 12, 2025

ADJOURNMENT

There being no further business to discuss, Chair Brannon Hampton adjourned the meeting at 3:59 p.m.

Respectfully Submitted by:

Kelli Gieszler, Management Assistant

Brannon Hampton, Audit Committee Chair

Date:_____

Approved at Audit Committee Meeting held on _____, 2025.