



AUDIT COMMITTEE AGENDA

IN AN EFFORT TO FACILITATE THE RESPONSE TO CORONAVIRUS DISEASE 2019 (COVID-19), THIS MEETING WILL BE CONDUCTED VIA ZOOM. AN AUDIO/VIDEO RECORDING OF THE PROCEEDINGS WILL BE MADE AVAILABLE TO THE PUBLIC WITHIN 48 HOURS. MEMBERS OF THE PUBLIC ARE, BY LAW, ALLOWED TO ATTEND MEETINGS OF THE AUDIT COMMITTEE BUT ARE STRONGLY DISCOURAGED TO DO SO AT THIS TIME.

DATE: October 28, 2020

LOCATION: Zoom - <https://zoom.us/j/92658653264?pwd=M3Bl dys1V3B0a2tFV3pTb2JNRERpQT09>

Join by Phone - 1 312 626 6799

Meeting ID: 926 5865 3264

Passcode: 267617

TIME: 3:00 PM

- I. CALL TO ORDER – Chairman
- II. ANNOUNCE MEMBERS IN ATTENDANCE (VERIFY QUORUM)
- III. MOTION TO CONDUCT MEETING ELECTRONICALLY
In order to comply with the technical aspects of the Governor’s Executive Order regarding holding open meetings in a forum other than in the open and in public, this body determines that meeting electronically is necessary to protect the health, safety, and welfare of its citizens due to the COVID-19 outbreak.
- IV. ADOPTION OF MINUTES
 - A. July 29, 2020 Audit Committee meeting
- V. DEPARTMENT REPORT
 - A. Budget Report
 - B. Update on Internal Audit Activity
 - i. Audit schedule status and metrics
 - C. New Internal Audit staff member
 - D. Update on external audit RFP
- VI. NEW BUSINESS
 - A. None

- VII. COMMITTEE ACTION REQUIRED
 - A. Approval of revisions to Consulting Policy, QAIP Policy, and Office Administration Policy
 - B. Approval of Revised FY 2021 Audit Plan
 - C. Audit Committee candidate consideration

- VIII. CITY COUNCIL ACTION REQUIRED
 - A. Approval of Audit Committee members for January 2021 - December 2022

- IX. ADJOURNMENT OF PUBLIC MEETING

- X. PUBLIC COMMENTS (5 minutes each)

- XI. NEXT MEETING - **January 27, 2021 3:00 PM**

- XII. EXECUTIVE SESSION – Vote by the Committee to go into executive session.

During executive session and for the remainder of the meeting, the Audit Committee will be discussing only matters that are considered confidential under TCA Section 9-3-405 (d). These items may include:

- A. Items deemed not subject to inspection under TCA Section 10-7-503 and 10-7-504
- B. Current or pending litigation and pending legal controversies
- C. Pending or ongoing audits or audit related investigations
- D. Information protected by federal law
- E. Matters involving information under TCA Section 9-3-406 where the informant has requested anonymity.

At this point in the meeting everyone other than Audit Committee members and those asked to attend by the Audit Committee to address an item related to the categories above will be asked to leave.

- XIII. ADJOURNMENT OF EXECUTIVE SESSION