



## AUDIT COMMITTEE MINUTES

**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:** December 3, 2020

**LOCATION:** Zoom - <https://zoom.us/j/96806840660?pwd=R25lTGE2Qjl1UVVY1QmhDWkx5a2VPUT09>

Join by Phone - 1 312 626 6799

Meeting ID: 968 0684 0660

Passcode: 233445

**TIME:** 1:00 PM

- I. CALL TO ORDER – Councilman Jeff Henley  
The meeting was called to order by Councilman Jeff Henley at 1:02 PM.
- II. ANNOUNCE MEMBERS IN ATTENDANCE (VERIFY QUORUM)  
Audit Committee members present: Lynn Stokes, Jeff Henley, Dr. Brandon Di Paolo Harrison, Peter Reyman, and Joel Wallace (Arrived at 1:25 PM)  
Audit Committee members absent: None  
Quorum verified? Yes  
Internal Audit attendees: Stephanie Fox, Cassie Wheeler, and Cala Knight  
Other Attendees:
  - Camille Thomas, City of Clarksville Purchasing Director
  - Laurie Matta, City of Clarksville Chief Financial Officer
  - Lori Wallis, Transit Finance Director
  - Fred Klein, CGW Chief Financial Officer
  - Christen Wilcox, City of Clarksville Finance Director
  - Gina Wilbur, CDE Comptroller
  - David Johns, CDE Chief Financial Officer
- 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.

Jeff Henley called for a motion to conduct the meeting electronically. Dr. Brandon Di Paolo Harrison made the motion, and Lynn Stokes seconded. The motion was approved.

IV. AUDIT PROPOSAL PRESENTATIONS

Camille Thomas gave a brief overview of the RFP selection process. The firms that submitted proposals for the City's financial and compliance audit services presented their proposals. Following each presentation, attendees were able to ask questions.

Presentation Schedule:

1:10 PM - Crosslin, PLLC

1:55 PM - Alexander Thompson Arnold PLLC (ATA)

2:40 PM - The MG Group, Certified Public Accountants & Consultants

3:25 PM - Mauldin & Jenkins Certified Public Accountants

After the completion of the presentations, Stephanie Fox stated that the scoresheet was previously sent out and needed to be returned, completed by 12:00 PM on December 9th. The responses will be compiled and ready for the next meeting on December 10th. Lynn Stokes requested that the estimated hours for each firm be sent to the meeting attendees. Stephanie Fox indicated she would also send out the reference responses for all four firms.

V. ADJOURNMENT

Chairman Joel Wallace made a motion to adjourn the meeting, and Councilman Jeff Henley seconded. The motion was approved at 3:59 P.M.

VI. PUBLIC COMMENTS (5 minutes each)

VII. NEXT MEETING - **December 10, 2020 3:00 PM**

Stephanie Fox for Cala Knight  
Cala Knight

12/10/2020  
Date of Committee Approval