

These minutes are considered DRAFT until approved at the next committee meeting.

MINUTES

Thursday, April 5, 2012

4:00 PM

Audit Committee Meeting

Carnegie Town Hall

Sioux Falls City Council

235 West 10th Street

Members Present: Council Member Sue Aguilar, Council Member Greg Jamison, Council Member Rex Roling, Audit Committee Member Anne Oppgaard, Audit Committee Member Jason Forbes, Lead Internal Auditor Rich Oksol, Internal Auditor Tim Buseman

Members Absent: Council Member James Entenman

Staff Present: Jamie L. Palmer, CMC, Assistant City Clerk

Guests: Tracy Turbak

1. Call To Order

Jamison called the meeting to order at 4:00 p.m.

2. Review and approve minutes from meeting dated February 2, 2012

A motion was made by Rex Roling and seconded by Sue Aguilar to approve the minutes dated February 2, 2012.

Jamison called for a voice vote on that motion and all members voted yes.

Motion Passed.

3. Representatives from Eide Bailly LLC: Audit Results - City's 2011 Financial Statement

4. Review Audit Report: 12-02 POET Landfill Gas Contract

Oksol reviewed the report, detailed responses, recommendations and management responses. Discussion followed.

A motion was made by Rex Roling and seconded by Jason Forbes to accept the Audit Report: 12-02 POET Landfill Gas Contract.

Jamison called for a voice vote on that motion and all members voted yes.

Motion Passed.

5. Review Audit Report: 12-03 City Fees

Buseman reviewed the report, detailed responses, recommendations and management responses. Discussion followed.

A motion was made by Sue Aguilar and seconded by Rex Roling to accept the Audit Report: 12-03 City Fees.

Jamison called for a voice vote on that motion and all members voted yes.

Motion Passed.

Aguilar asked the Assistant City Clerk to place the topic of discussion regarding a policy for developing city wide fees on pending topics list for the Fiscal Committee.

6. Review Audit Report: 12-04 Contract/Agreement Monitoring

Oksol reviewed the report, detailed responses, recommendations and management responses. Discussion followed.

A motion was made by Anne Oppegard and seconded by Sue Aguilar to accept the Audit Report: 12-04 Contract/Agreement Monitoring.

Jamison called for a voice vote on that motion and all members voted yes.

Motion Passed.

7. Records Retention Policy for Internal Audit

A motion was made by Sue Aguilar and seconded by Jason Forbes to approve the draft Records Retention Policy for Internal Audit.

Jamison called for a voice vote on that motion and all members voted yes.

Motion Passed.

8. Special Project Request from Council Member Karsky

A motion was made by Rex Rolwing and seconded by Anne Oppegard to approve the Special Project Audit Request.

Jamison called for a voice vote on that motion and all members voted yes.

Motion Passed.

9. Audit Committee Vacancy

Discussion followed about the existing vacancy and how to seek a person to fill the vacancy. It was recommended that a press release be written and sent out.

10. Travel Request for Lead Internal Auditor

A motion was made by Rex Rolwing and seconded by Jason Forbes to approve the Travel Request for the Lead Internal Auditor.

Jamison called for a voice vote on that motion and all members voted yes.

Motion Passed.

11. Open Discussion

Aguilar said that the posting for the Internal Auditor will be published in the Argus Leader on Sunday and will close two weeks later. An email regarding the vacancy will also be sent to the Municipal League.

Oppegard said that the City webpage still lists Jeff Weber as an Internal Auditor and that she could not find the fraud hotline phone number. Oksol said

that the number was only posted on the City's intranet. Aguilar stated that the fraud hotline item should be on the next agenda for discussion in order to prepare for any change in cost in the budget. Discussion followed.

## 12. Adjournment

A motion was made by Sue Aguilar and seconded by Anne Oppegard to adjourn at 4:56 p.m.

Jamison called for a voice vote on that motion and all members voted yes.

Motion Passed.

Jamie L. Palmer, CMC

Assistant City Clerk