

Municipal Audit Committee



Minutes

Thursday, June 24, 2021
10:30 A.M.
City Hall-Conduff Room

1. MEETING OPENING

Call to Order: The meeting was called to order by Rina Neal at 10:35 A.M.

Roll Call: Municipal Audit Committee: *Jane Bloodgood (absent); Commissioner Mark Hatesohl; Dr. Eric Higgins, Rich Jankovich*

City Staff: *Rina D. Neal, Director of Finance*

AGH: *Michelle Locke; Cindy McSwain*

BT&Co., P.A.: *Stacey Hammond, Emily Sheldon, Trae Shelton*

Public Comments: There were no public comments.

Approval of Minutes from October 20, 2020 Meeting: Commissioner Mark Hatesohl made a motion to approve the minutes as presented. This motion was seconded by Rich Jankovich and approved with a vote of 3/0/0.

2. OLD BUSINESS

2.1 Finance Department Staffing Update

- Rina Neal gave a department staffing update.
 - The Department has three positions needing to be filled: Accountant; Controller; Treasurer;
 - There are four applicants for the Accountant position
 - The Treasurer position is on hold
 - The Controller position has one applicant
 - Question regarding Deputy Director
 - Social Networks

3. NEW BUSINESS

3.1 2020 Grant Review Summary (Rina D. Neal, Director of Finance)

- The 2020 Grant Review Summary was provided for review
- Accountability is important to ensure we are in compliance

3.2 Update on the Manhattan Housing Authority 2020 Audit

- MHA Audit needs to be completed as they are a component unit.
- Goal is to have the audit completed by the 3rd week of August.
- To submit for GFOA will need to have the Component Units included.

3.3 Report on 2020 Audit Plan (AGH)

- Cindy McSwain gave an update on the outsourcing services provided to the City. She also gave an update on the audit plan and the importance of getting the staffing and resources to complete the audit on time.
- Deal with fully staffing before trying to implement an ERP system.
- Will need to

3.4 Report on 2020 Municipal Audit Process (BT&CO., P.A.)

- Audit: July 5-16
- Emily discussed the audit process – plan and scope
- Two way communication is necessary throughout the audit
- The Pandemic will be taken into consideration – especially in terms of changes in processes and internal controls due to working remotely.
 - Federal Grants related to COVID-19 – certain compliance requirements

4. **ADJOURNMENT:** The meeting was adjourned by Rina Neal at 11:19 A.M.

Minutes submitted by Rina D. Neal