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**Audit Committee**  
Meeting Minutes  
Thursday, June 5, 2025  
10:30 – 12:00 pm  
City Hall, Room 103

**A. Call to Order**

The meeting was called to order at 10:37 AM by Committee Chair Fisher.

**B. Attendance Roll**

Member(s) present: Commissioner Fisher, Commissioner Myers, Mr. Blount, and Ms. Higgins  
Member(s) absent: Dr. Thomas

Staff present: Internal Auditor Hassemer, Interim Assistant Manager Ilka McConnell, and Management Analysts Desai, Johnston, and Roth.

**C. Review and Approval of Meeting Minutes—April 3, 2025**

Motion to approve minutes from the April 3<sup>rd</sup> meeting by Mr. Blount, seconded by Ms. Higgins and unanimously approved.

**D. FY25 Audit Workplan Status and Activity**

The Internal Auditor reported that the periodic audit for ACCGov Transit was complete, with responses from both the Manager's Office and the Transit Department. A discussion was held highlighting the six recommendations found in the report, five of which were either fully or partially agreed upon, while one was disagreed with as written by the department, also reflecting the edits proposed by Ms. Higgins. Commissioner Fisher discussed his interest in salaries of Transit workers and the sustainability of the department as it moves forward with or without fare-free travel, in relation to federal funding and revenue, as well as prioritizing retention in employees with CDLs. Commissioner Myers discussed her position on joining the M&C after the fare-free vote during pandemic.

Motion to approve the Transit Department Periodic Audit and put onto the August Mayor & Commission meeting agenda by Commissioner Myers and seconded by Mr. Blount.

The Internal Auditor discussed that the follow-up with Economic Development will be sometime next week and that staff is nearing completion.

Additionally, the Internal Auditor provided the committee with an external audit spreadsheet to showcase the various departments and the kinds of audits they undergo—like financial, compliance, or performance—along with how often these happen and who typically requests them (usually federal or state agencies). The Internal Auditor also provided the committee with an external audit spreadsheet, which detailed various departments and the types of audits they undergo. These audits—whether financial, compliance, or performance—were outlined alongside their frequency and the primary requesters, usually federal or state agencies.

Committee members acknowledged the usefulness of this document, especially in planning future audits and ensuring compliance with funding requirements, and how the data will be instrumental in



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drafting next year's audit work plan, providing a structured approach to evaluating departmental responsibilities.

**E. FY26 Workplan Preparation**

The Internal Auditor informed the committee that the Commission unanimously approved the FY26 Workplan during its Tuesday night meeting. The initial focus will be an investigative audit into organizational structure, selected for its strategic timing. With the Manager's Office actively pursuing a new hire, the goal is to complete the audit by August 31, ensuring findings are available should a new manager begin in September.

Additionally, staff will conduct a follow-up audit of the Public Utilities Water Business Office. This audit builds on a 2020 review, which current staff were not involved in. However, after discussions with commissioners and observations made over the past year, the decision was made to revisit past recommendations and evaluate the department's progress. This is not a repeat of the earlier audit, but rather an implementation check. Notices have already been sent, and meetings with the department are scheduled for the summer.

Finally, the Internal Auditor discussed how the committee's advanced planning and early finalization of the workplan allowed staff to prepare for a July 1<sup>st</sup> start date.

**F. Internal Auditor's Update**

The Internal Auditor also discussed staff responsibilities regarding PSCOB, noting the past two months have been notably busy. In April, approximately 57 hours were dedicated to PSCOB-related work, rising to 110 hours in May. During this period, the office processed three complaints, closed a survey, and participated in discussion related to policy review by PSCOB.

**G. Next Meeting Date – August 7, 2025 @ 10:30-12:00 pm.**

Action Taken: Adjourn

Motion by: Commissioner Myers

Second by: Mr. Blount

Unanimous Approval

Meeting adjourned at 11:25 AM.

**Note: The Audit Committee Meeting is open to the public; however, public comments are not received unless the Committee Chair requests that an individual provide information.**