



## **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: January 27, 2021**

**LOCATION: Zoom**

<https://zoom.us/j/99531560781?pwd=WE5kbmQrOWR5cjlhZUdzcmp1bWJhQT09>

**Join by Phone - 1 312 626 6799**

**Meeting ID: 995 3156 0781**

**Passcode: 363280**

**TIME: 3:00 PM**

- I. CALL TO ORDER – Director of Internal Audit
- 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. ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON
  - A. Chairperson - Be knowledgeable of Audit Committee functions and responsibilities, chair meetings, represent the Audit Committee before City Council or any other official body as necessary, correspond as necessary in regard to Audit Committee issues, prepare Director’s annual performance evaluation and obtain the annual ethics acknowledgement, and coordinate with Human Resources to hire (or terminate) in regard to the Director’s position.
  - B. Vice Chairperson - Be knowledgeable of Audit Committee functions and responsibilities, fill in for or provide assistance to the Chairman related to any of the duties listed above.
- V. FINANCIAL STATEMENT AUDIT PRESENTATION BY ATA

- VI. ADOPTION OF MINUTES
  - A. December 10, 2020 Audit Committee Meeting
- VII. DEPARTMENT REPORT
  - A. Budget Report
  - B. Update on Internal Audit Activity
    - i. Audit schedule status and metrics
  - C. APSU Internship
- VIII. NEW BUSINESS
  - A. None
- IX. COMMITTEE ACTION REQUIRED
  - A. None
- X. CITY COUNCIL ACTION REQUIRED
  - A. None
- XI. ADJOURNMENT OF PUBLIC MEETING
- XII. PUBLIC COMMENTS (5 minutes each)
- XIII. NEXT MEETING - **April 28, 2021 3:00 PM**
- XIV. 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.

- XV. ADJOURNMENT OF EXECUTIVE SESSION