

**APPROVED**

**AUDIT ADVISORY BOARD REGULAR MEETING  
CITY OF FORT LAUDERDALE  
8<sup>th</sup> Floor Conference Room  
Thursday, April 25, 2019, 5:00 PM**

<b><u>Board Member</u></b>	<b><u>Attendance</u></b>	<b>Cumulative Attendance</b>	
		<b>10/1/18 – 9/30/19</b>	
		<b><u>Present</u></b>	<b><u>Absent</u></b>
Martin Kurtz, Chair	P	3	1
D. Keith Cobb	A	3	1
Paul Czerwonka	P	4	0
Thomas Bradley	P	4	0

**Staff Present**

Kirk Buffington, Director, Finance  
Linda Logan-Short, Interim Assistant City Manager / CFO  
Maria Panyi, Assistant City Auditor III  
Devin Carter, Acting Controller, Finance  
Linda Picciolo, Accounts Payable Supervisor, Finance  
Debra Conyers, Board Liaison  
Laura Reece, Director, Budget  
Yvette Matthews, Senior Budget & Management Analyst  
Clarence Woods, CRA Manager  
Kerry Arthurs, Administrative Supervisor, Human Resources  
Tarlesha Smith, Director, Human Resources  
Jerome Post, Deputy Director, Human Resources  
Stacy Spates, Cemetery Administrator, Park  
Rachel Williams, Housing & Community Development Manager  
Valerie Florestal, Senior Financial Administrator, Information Technology  
Matthew Cobb, Assistant Risk Manager, Risk Management  
Mike Maier, Director, Information Technology

**Other Attendees**

Michelle Blackstock, Crowe, LLP  
John Weber, Crowe, LLP

**Call to Order**

Chairman Kurtz called the meeting to order at 5:04 PM.

## **Roll Call**

At the time of roll call, three appointed members to the Board were present, allowing for a quorum.

## **Review of Meeting Minutes for Approval**

Chairman Kurtz directed the review of the previous meeting minutes.

He asked for a motion to approve the March 7, 2019 meeting minutes. Thomas Bradley made the motion and Paul Czerwonka seconded. The meeting minutes were approved unanimously in a voice vote.

## **Floor Open for Public Input**

Chairman Kurtz opened the floor for public input. No members of the public came forward.

## **Quarterly Audit Compliance Report- March 2019**

Chairman Kurtz started the discussion addressing two findings with the City Manager's Office (pages 5&6). Rachel Williams addressed the findings as implemented. Chairman Kurtz addressed the CRA (pages 8&9). Clarence Woods stated a date was set for the end of March to put out a RFP for 55 parcels of land. However, 15 properties still have title issues, but will put out the RFP for the other 40 properties. He stated they will have a 45 day RFP timeline. Chairman Kurtz addressed Human Resources (pages 12,13,15&16). Tarlesha Smith stated the customer satisfaction survey has been drafted, but has not been released due to City Manager change. Tarlesha wants to propose a compliance division to track all licensing throughout the City. She stated the employee handbook draft is under review by the current Deputy Director. Human Resources is currently exploring the idea of putting it online and on Laudershare as the onboarding process. Tarlesha addressed the issue of temporary staffing in DSD, and stated there were no temporary full time employees at the present time. She added, Human Resources provides ethics training for all new employees. Chairman Kurtz addressed the Cemetery division (pages 23&24). Stacy Spates stated the cemetery consultant took on other projects, so she would be taking the lead on correcting the findings. She advised the Board that the rules and regulations for the Cemetery will be priority.

## **Presentation CRA Draft Audit Report**

N/A

## **Audit Status Report/ CAFR Update**

Kirk Buffington expressed the CAFR was still in draft form. He expressed there were several issues delaying the final draft of the CAFR, one issue being the system failure of FAMIS. Linda Logan-Short confirmed the funds were in balance on the draft. John Weber stated he needed at least three weeks to review changes and make the proper adjustments. The deadline to provide the CAFR to the bond holders is May 31, 2019.

### **Budget for Finance, Information Technology and City Auditor**

Kirk spoke on the budget reductions for Finance due to the Commission direction and change in the City's policy which has impacted the money in the general fund. Finance has proposed reductions in the area of conferences, trainings, schools and certifications. Finance is also proposing several aspects in the Business Tax to maintain the revenue. Mike spoke on the Information Technology budget and expressed that the City has too many data centers. The data centers are old, and are in need \$400,000 dollars' worth of repairs. Mike recommended that Information Technology move to a colocation offsite and collapse the police, public works, and 6<sup>th</sup> floor data centers. Maria spoke on the budget for the City Auditor's Office stated there was a slight change, a one percent decrease from the previous year. She advised that the audit plan will be completed by August.

### **ERP Update**

Kirk stated due to the FAMIS system failure, there was a significant loss of time. However, a lot of data conversion was done from FAMIS. Due to the system failure comparison of the data could not be done. The project as a whole is still under budget, so additional resources are available to keep the phase I goal date of October 1, 2019.

### **Revenue Estimating Committee Update**

Paul Czerwonka deferred this agenda item to the next meeting.

### **Other Business**

Chairman Kurtz asked for a motion for a special meeting Thursday, May 16, 2019; at 5pm. Thomas Bradley made the motion and Paul Czerwonka seconded. The meeting was approved unanimously in a voice vote.

### **Communication to the City Commission**

N/A

### **Adjournment**

The next regular meeting of the Audit Advisory Board is July 25, 2019.

The meeting adjourned at 6:44 PM.

[Minutes prepared by Debra Conyers, Board Liaison]