



# Minutes

## City of Tempe Audit Committee

### October 8, 2024

**Minutes of the Tempe Audit Committee meeting held on Tuesday, October 8, 2024 at 1:00 p.m. via Microsoft Teams.**

**(MEMBERS) Present:**

Rosa Inchausti, City Manager, Chair  
Lisette Camacho, Chief Deputy City Manager/CFO  
Councilmember Berdetta Hodge

Councilmember Nikki Amberg  
Ben Rieck

**(MEMBERS) Absent:**

Keely Hitt  
Greg Hill

**City Staff Present:**

Keith Burke, Deputy City Manger  
Bill Greene, City Auditor – Staff Liaison  
Angela Hill, Senior Auditor  
Jaki Gerald, Senior Auditor  
Diana Storino, Senior Auditor  
Laura Calder, Financial Services Director  
Ann Fang, City Controller  
Angelica Gonzalez, Council Assistant  
Vanessa Lopez, Council Assistant

**Guests Present:**

Brittney Williams, HeinfeldMeech

Chair Inchausti called the meeting to order at 1:01 p.m.

### **Agenda Item 1 – Public Appearances**

Mr. Greene stated that no members of the public were in attendance and no written comments were received via email.

### **Agenda Item 2 – Approval of Meeting Minutes**

Chair Rosa Inchausti called on committee members to review the minutes from the June 27, 2024, committee meeting. There were no revisions proposed.

Motion to Approve Minutes: Councilmember Nikki Amberg

Motion Seconded: Councilmember Berdetta Hodge

Vote: Unanimous

### **Agenda Item 3 – External Auditor Update**

Lisette Camacho introduced and welcomed Laura Calder to the meeting as the new Financial Services Director then introduced Brittney Williams, Partner, HeinfeldMeech. Ms. Williams presented information on the history of the contract between the City and HeinfeldMeech and the current audit personnel assigned. Ms. Williams discussed GASB 100 effective for FY 2024 and GASB 101 Compensated Absences effective FY 25 which will change the liability reported for the financial statements. Final onsite fieldwork will occur in October and November of 2024. Ms. Williams mentioned remaining testwork will include cash and investments, revenues and receivables, pensions, capital assets, debt items and internal service. Ms. Williams also discussed several of the upcoming reports to be issued including: HURF, Annual Comprehensive Financial Report, Single Audit Reporting Package, and Housing Fund Report.

No questions were received.

Ms. Inchausti thanked Ms. Williams for her presentation.

### **Agenda Item 4 – Internal Audit Office Update**

City Auditor Greene presented an update on the activities of the IAO including a summary of the projects on the current audit plan. Mr. Greene stated three projects have been completed, one report was being drafted and three projects were in the fieldwork stage.

Mr. Greene then introduced Jaki Gerald, Senior Auditor, to provide an update on status of the IT audits. Ms. Gerald stated the Operating System Security Audit is in progress with projected completion in November 2024. Ms. Gerald provided an overview of the Operating System Security Audit stating NIST and CIS benchmarks were being utilized and the project will include proprietary scans performed by the vendor. The scans will be used to target several areas including dormant accounts, password complexity, and protocols and services. Ms. Gerald then

discussed the Court Case Management System Audit providing an expected opening in January 2025. Ms. Gerald mentioned the rules of engagement for the audit are being developed.

Councilmember Hodge asked if options to reduce the frequency in password changes are being explored. Ms. Gerald stated single sign on is a way to reduce password changes by allowing access to multiple applications. Ms. Gerald then mentioned there are standards that address the length of passwords and frequency of refreshes needed to keep the City safe. Ms. Gerald stated any operating system audit and application audit will address passwords and the standards for passwords.

Mr. Greene then informed the committee about the upcoming events for the remainder of the fiscal year including the Boards & Commission Report due in December 2024, Annual Audit Follow-Up timeline, and ALGA training in November of 2024.

Ms. Inchausti thanked Ms. Gerald and Mr. Greene for their presentations.

#### **Agenda Item 5– Future Agenda Items**

Chair Inchausti called for future agenda items for the next meeting. None were suggested.

#### **Agenda Item 6 - Adjournment**

Chair Rosa Inchausti adjourned the meeting at 1:31 p.m.

Motion to Adjourn: Councilmember Berdetta Hodge

Motion Seconded: Ben Rieck

Vote: Unanimous