



1.18.2011 Audit Committee Meeting Minutes

To: Kristi Tomey, Audit Committee Chairman

From: Chris Compton, Secretary

CC: Sterling Cheatham
Debra Mack
Allison Collins
Stephanie Jacobs
Bryon Dorey

Date: January 18, 2011

Call to order:

Kristi Tomey, Audit Committee Chairman, brought the meeting to order at 10:15 am on January 18, 2011 in the City Manager's Conference Room.

Members Present:

Kristi Tomey
Charlie Rivenbark

Staff Present:

Sterling Cheatham
Chris Compton
Allison Collins
Bryon Dorey

Amy Beatty
Carolyn Johnson

Members Absent:

Earl Sheridan

Summary of Action Items:

- 1. Review for Approval – The approval of the Community Service's Department's Golf Course Internal Audit Report – Released November 23, 2010.**
 - Allison Collins reviewed this report and stated that many items have already been corrected by a very cooperative and improvement-oriented Golf Course staff.
 - Some items still need to be implemented. For example, there was a question as to whether the City Clerk was receiving the meeting minutes from the Golf Course Advisory Committee meetings. Amy Beatty reported that it was her understanding that these meeting minutes were being placed on the S-Drive. There may also be issues of format consistency. Amy Beatty will confirm the desired format with the City Clerk's office.

- Allison Collins will share the meeting minutes format with all City Council members.
- It was noted that all City Committee minutes should be posted to a uniform place on the S-Drive and/or City website for ease of access and saving of paper.
- Improvements include the implementation of electronic scan cards for sales of all bulk rounds of golf. A paper punch card had been the practice.
- A motion to approve the report was made by Charlie Rivenbark and seconded by Kristi Tomey. Approval of the motion was unanimous.

2. Review for Approval – FY 2010-2011 City Council Quarterly Travel Update

- Sterling Cheatham reviewed the report that shows several Council members have exhausted their travel allotment.
- The Special Service and Pooled funds have also been exhausted.
- Several travel requests are pending for travel in March.
- Sterling Cheatham will prepare a City Council Travel Report of behalf of the Audit Committee for the February 1, 2011 Council Meeting
- A motion to approve the report was made by Charlie Rivenbark and seconded by Kristi Tomey. Approval of the motion was unanimous.

3. Medical Claims Audit – Distributed for information only.

- Allison Collins just received this report and shared with Committee members for information only. This item will be on the agenda for March 21, 2011 Committee Meeting.

Adjournment:

The meeting was adjourned at 10:50 a.m.

Next Meeting Date:

Monday, March 21, 2011, in the City Manager's Conference Room, following the Agenda Briefing meeting.