

**APPROVED**  
**AUDIT ADVISORY BOARD REGULAR MEETING**  
**CITY OF FORT LAUDERDALE**  
**8<sup>th</sup> Floor Conference Room**  
**Thursday, January 30, 2020, 5:00 PM**

<b><u>Board Member</u></b>	<b><u>Attendance</u></b>	<b>Cumulative Attendance</b>	
		<b>10/1/19 – 9/30/20</b>	
		<b><u>Present</u></b>	<b><u>Absent</u></b>
D. Keith Cobb, Chairman	P	2	0
Paul Czerwonka	P	1	1
Thomas Bradley	P	2	0
Lane Hacker	P	2	0

**Staff Present**

Susan Grant, Director, Finance  
Linda Short, Deputy Director, Finance  
Laura Garcia, Controller, Finance  
John Herbst, City Auditor  
Jerome Post, Deputy Director, Human Resources  
Kerry Arthurs, Administrative Supervisor, Human Resources  
Patricia Palmer, Learning & Development, Human Resources  
Janeen Richard, Employee Relations Manager, Human Resources  
Guy Hine, Risk Manager, Human Resources  
Matthew Cobb, Assistant Risk Manager, Human Resources  
Tarlesha Smith, Assistant City Manager / Director, Human Resources  
Debra Conyers, Board Liaison

**Other Attendees**

Michelle Blackstock, Crowe, LLP  
John Weber, Crowe, LLP  
Sam Josepher, Crowe, LLP

**Call to Order**

Chairman Keith Cobb called the meeting to order at 5:01 PM.

**Roll Call**

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

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

Chairman Keith Cobb directed the review of the previous meeting minutes.

He asked for a motion to approve the November 7, 2019 meeting minutes. Tom Bradley made the motion and Lane Hacker seconded. The meeting minutes were approved unanimously in a voice vote.

### **Floor Open for Public Input**

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

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

Chairman Keith Cobb stated he was impressed to see how each department has implemented a large majority of findings. Board members did not have any concerns regarding the Quarterly Audit Compliance Report.

### **Audit Work Plan Update**

John Weber, Crowe LLP stated the audit field work for the CRA is taking place and the City is expecting a draft financial statement by February 7<sup>th</sup>. Mr. Weber explained Crowe audits the General Employees Retirement System (GERS), the plan is to present the audit to the board on March 10<sup>th</sup> for finalization and approval.

Further discussion ensued between Crowe LLP, Board Members and City Staff.

### **ERP Update**

Susan Grant announced that the Budget Module of the ERP went live January 30, 2020. She stated that ERP was on hold until further notice. Ms. Grant explained that there is a consultant coming on board to provide the City with an evaluation of progress.

### **Action to Appoint a Representative to the Revenue Estimating Conference**

Chairman Cobb asked who in the group had not been involved with the Revenue Estimating and Budget process. The process was explained to Lane Hacker. Tom Bradley nominated Lane Hacker to represent the Audit Advisory Board at the conference, Keith Cobb seconded.

### **Special Meeting March 5, 2020 CRA Audit**

Chairman Keith Cobb asked for a motion for special meeting on March 5, 2020. Tom Bradley made the motion and Lane Hacker seconded. The special meeting was approved unanimously in a voice vote.

### **Other Business**

N/A

**Communication to the City Commission**

N/A

**Adjournment**

The next regular meeting of the Audit Advisory Board is April 30, 2020.

The meeting adjourned at 5:42 PM

[Minutes prepared by Debra Conyers, Board Liaison]