

**CARSON CITY CONSOLIDATED MUNICIPALITY  
NOTICE OF MEETING OF THE  
CARSON CITY AUDIT COMMITTEE**



**Day:** Wednesday  
**Date:** March 24, 2010  
**Time:** Beginning at 4:30 p.m.  
**Location:** Community Center, Sierra Room  
851 East William Street  
Carson City, Nevada

## **Agenda**

1. **Call to Order**
2. **Roll Call**
3. **Action on Approval of Minutes - November 10, 2009**
4. **Adoption of Agenda**
5. **Public Comments and Discussion:**

The public is invited at this time to comment on and discuss any item not on the agenda that is relevant to, or within the authority of, the Carson City Audit Committee. No action may be taken on a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken. Public comment during individual agenda items will be taken on the item at the time the item is called for hearing.

### **Agenda Items**

6. Review and discussion of the Nevada Open Meeting Law.  
  
Staff Summary: Brief discussion on how meetings must be conducted to comply with the Open Meeting Law.
7. Discussion and possible action on the Audit Committee's role in working with a contract internal auditor.  
  
Staff Summary: Because the City has selected a contract internal auditor instead of hiring an employee, the relationships between the committee, the Board of Supervisors, the contract auditor, and other City staff are not clearly understood or defined. There needs to be discussions between the committee, the contract internal auditor and City staff to clarify roles and responsibilities, including the contract auditor's reporting procedures.
8. Discussion and possible action on conducting a risk assessment.  
  
Staff Summary: It is recommended that the internal auditor conduct a risk assessment to determine those areas that would be the greatest beneficiary of an internal audit. The parameters for the assessment need to be established to provide direction to the internal auditor so that a task can be developed by the auditor

that defines the scope, time line and cost. Once the task is prepared by the auditor, it will be brought back to the committee for review and approval.

9. Discussion and action to schedule the next Audit Committee meeting.

**10. Action to Adjourn**

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*Titles of agenda items are intended to identify specific matters. If you desire detailed information concerning any subject matter itemized within this agenda, you are encouraged to call the responsible agency or the City Manager's Office. You are encouraged to attend this meeting and participate by commenting on any agenda item.*

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*Notice to persons with disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the City Manager's Office in writing at 201 North Carson Street, Carson City, NV, 89701, or by calling (775)887-2100 at least 24 hours in advance.*

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*This meeting can be viewed on Channel 226. For specific dates and times - [www.bactv.org](http://www.bactv.org).*

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*This agenda and backup information are available on the City's website at [www.carson-city.nv.us](http://www.carson-city.nv.us)*

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This notice has been posted at the following locations:

- Community Center 851 East William Street
- Public Safety Complex 885 East Musser Street
- City Hall 201 North Carson Street
- Carson City Library 900 North Roop Street

Date: March 17, 2010