

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

Day: Tuesday
Date: July 12, 2022
Time: Beginning at 1:30 pm
Location: Community Center, Robert 'Bob' Crowell Board Room
851 East William Street
Carson City, Nevada

AGENDA

NOTICE TO THE PUBLIC:

• **Members of the public who wish only to view the meeting but do NOT plan to make public comment may watch the livestream of the Audit Committee meeting at www.carson.org/granicus and by clicking on “In progress” next to the meeting date, or by tuning in to cable channel 191. Livestream of the meeting is provided solely as a courtesy and convenience to the public. Carson City does not give any assurance or guarantee that the livestream or cable channel access will be reliable. Although all reasonable efforts will be made to provide livestream, unanticipated technical difficulties beyond the control of City staff may delay, interrupt, or render unavailable continuous livestream capability.**

• **The public may provide public comment in advance of a meeting by written submission to the following email address: publiccomment@carson.org. For inclusion or reference in the minutes of the meeting, your public comment must include your full name and be submitted via email by not later than 3:00 p.m. the day before the meeting. Public comment during a meeting is limited to three minutes for each speaker.**

1. Call to Order

2. Roll Call

3. Public Comments and Discussion:

The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of, the Carson City Audit Committee. In order for members of the public to participate in the Committee’s consideration of an agenda item, the Committee strongly encourages members of the public to comment on an agenda item during the item itself. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken.

4. For Possible Action: Approval of Minutes - March 8, 2022

5. For Possible Action: Adoption of Agenda

6. Meeting Items

6.A For Possible Action: Discussion and possible action regarding a recommendation to the Board of Supervisors on the approval of the Review and Selection Committee's recommendation for contract award to Eide Bailly, LLP for Carson City Internal Audit Services for a not to exceed amount of \$110,000 annually retroactively from July 1, 2022 through June 30, 2025 with two (2) one-year options to renew. (Sheri Russell, srussell@carson.org)

Staff Summary: The City is required to have an internal audit function to perform the duties described in Section 3.075(2) of the Carson City Charter. Carson City received sealed Statement of Qualifications (SOQ) to perform the City's Internal Audit function on March 28, 2022, at 2:00 p.m. The SOQ was published in the Nevada Appeal and posted on Carson City's website on February 28, 2022. The submitted SOQs were sent for review by the Review and Selection Committee where a decision was made on the recommended firm. Final selection will be made by the Carson City Board of Supervisors at the meeting tentatively set for Thursday, August 4, 2022.

6.B For Possible Action: Discussion and possible action regarding the monitoring, review and closure of internal audit findings and/or recommendations included in the Audit Findings Tracking Report and providing a recommendation to the Board of Supervisors to close completed findings and/or recommendations. (Sheri Russell, SRussell@carson.org)

Staff Summary: Staff will discuss the monitoring, review and closure of the previous internal auditor findings and/or recommendations included in the Audit Findings Tracking Report.

6.C For Possible Action: Discussion and possible action regarding the retest of the Internal Vulnerability Assessment and External Penetration initially performed on October 30, 2020, and any additional recommendations noted. (Sheri Russell, srussell@carson.org)

Staff Summary: Eide Bailly, LLP completed the Retest of the Internal Vulnerability Assessment and External Penetration. These assessments were conducted from September 14 to October 1, 2020. After completing these assessments and delivering the Final Reports, Carson City had the opportunity to remediate the identified vulnerabilities. Eide Bailly performed the retest of the vulnerabilities from April 25 to April 28, 2022, and aimed to examine the effectiveness of Carson City's remediation activities. Briefing will address all remaining internal audit findings, recommendations, and staff response(s).

6.D For Possible Action: Discussion and possible action regarding the Community Development Department internal audit and recommendations. (Sheri Russell, srussell@carson.org)

Staff Summary: The Community Development Department was a project approved to be performed by the Carson City Internal Auditor, Eide Bailly, LLP, for the Fiscal Year 2022 Audit Work Program. The project was completed, and the briefing will address internal audit findings, recommendations, and staff response(s).

6.E For Possible Action: Discussion and possible action to identify, discuss, and provide recommendations to the Board of Supervisors on projects to be performed by the Internal Auditor for the period ending June 30, 2023. (Sheri Russell, SRussell@Carson.org)

Staff Summary: Carson City Staff, Eide Bailly and the Audit Committee had a discussion regarding the FY 2023 Internal Audit projects at the March 8, 2022 Audit Committee Meeting.

6.F For Possible Action: Discussion and possible action regarding the review of agreed upon procedures suggested by Eide Bailly regarding Utility Billing, if selected for the Fiscal Year 2023 Audit Work Program. (Sheri Russell, SRussell@carson.org)

Staff Summary: Representatives from Eide Bailly, LLP will be discussing and taking direction from the Audit Committee regarding the Utility Billing agreed upon procedures. Staff and Eide Bailly will bring the remaining agreed upon procedures for the items selected for the FY 2023 Audit Work Program to the next Audit Committee meeting.

6.G For Presentation Only: Discussion regarding Fiscal Year 2022 Audit Work Program update and Hotline activity. (SRussell@Carson.org)

Staff Summary: Representatives from Eide Bailey, LLP will be discussing the progress of the FY 2022 audit work program as well as any items received through the Fraud, Waste & Abuse Hotline.

6.H For Discussion Only: Discussion regarding dates for the next meeting of the Audit Committee.

7. Public Comment:

The public is invited at this time to comment on any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda.

8. For Possible Action: To Adjourn

Agenda Management Notice - Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

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 Finance Department. You are encouraged to attend this meeting and participate by commenting on any agenda item.

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 Finance Department in writing at 201 North Carson Street Ste 3, Carson City, NV, 89701, or by calling (775) 887-2133 at least 24 hours in advance.

To request a copy of the supporting materials for this meeting contact Amanda Fencl at afencl@carson.org or call (775) 887-2133.

This agenda and backup information are available on the City's website at www.carson.org, and at the Finance Office - City Hall, 201 N. Carson Street, Ste 3, Carson City, Nevada (775) 887-2133.

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www.carson.org
<http://notice.nv.gov>