



City of Santa Fe

MINUTES

REGULAR MEETING OF
THE AUDIT COMMITTEE
OCTOBER 24, 2024 AT 2:00 PM
COUNCILOR CONFERENCE
ROOM
CITY HALL
200 LINCOLN AVENUE

1. **CALL TO ORDER**

2. **ROLL CALL**

Members Present:

Member Adolfo Montoya

Chair Stephanie Woodruff

Member Steve Johnson

Chair Randy Grissom

Member Diane Rubin

Members Excused:

3. **Others Attending:**

Erminia Tapia, Clerk

Emily K. Oster, Clerk

4. **APPROVAL OF AGENDA**

MOTION: Chair Woodruff moved, seconded by Member Rubin, to approve the Agenda as presented.

VOTE: The motion was on the following Roll Call vote:

For: Member Montoya, Chair Woodruff, Member Johnson, Chair Grissom, Member Rubin

Against: None

Abstain: None

4. **APPROVAL OF MINUTES**

- a. Request for Approval of the July 25, 2024 Audit Committee Meeting Minutes. (Emily K. Oster, Finance Director; ekoster@santafenm.gov)

MOTION: Member Rubin moved, seconded by Member Montoya, to approve the Minutes as presented.

VOTE: The motion was approved on the following Roll Call vote:

For: Member Montoya, Chair Woodruff, Member Johnson, Chair Grissom, Member Rubin

Against: None

Abstain: None

5. **PRESENTATIONS**

- a. Internal Audit Status Update. (Chelsea Ritchie, chelsea.ritchie@mossadams.com, 505-837-7664)
- b. Review of City of Santa Fe Audit Committee Responsibilities Relating to Internal Audit. (Halie Garcia, Halie.Garcia@mossadams.com, 505-878-7208)
- c. External Audit Status Fiscal Year 2024. (Emily K. Oster, Finance Director; ekoster@santafenm.gov)

6. **NEW BUSINESS**

- a. City of Santa Fe Citywide Internal Controls Review. (Chelsea Ritchie, chelsea.ritchie@mossadams.com, 505-837-7664)

MOTION: Member Montoya moved, seconded by Member Johnson, to approve the presentation as presented.

VOTE: The motion was approved on the following Roll Call vote:

For: Member Montoya, Chair Woodruff, Member Johnson, Chair Grissom, Member Rubin

Against: None

Abstain: None

- b. [Request for Approval of the 2025 Audit Committee Meeting Calendar. \(Emily K. Oster, Finance Director; ekoster@santafenm.gov\)](#)

MOTION: Member Rubin moved, seconded by Member Johnson, to approve the action plan as presented.

VOTE: The motion was approved on the following Roll Call vote:

For: Member Montoya, Chair Woodruff, Member Johnson, Chair Grissom, Member Rubin

Against: None

Abstain: None

7. [PUBLIC COMMENT](#)
8. [MATTERS FROM STAFF](#)
9. [MATTERS FROM THE COMMITTEE](#)
10. [MATTERS FROM THE CHAIR](#)

11. **NEXT MEETING: No Meeting Scheduled**

12. **ADJOURN**

PRESENTATIONS

Erminia Tapia

Liaison

Chair