



MINUTES

1. **CALL TO ORDER**

Meeting started 2:07pm

2. **ROLL CALL**

Members Present:

Member Adolfo Montoya
Member Al Castillo
Member Mary Ellen Erpelding-Chacon
Chair Stephanie Woodruff

Members Excused:

Vice Chair Cristina Mulcahy

Others Attending:

Carolynn Roibal, Attendee
Bradley Fluetsch, Attendee
Alexis Lotero, Attendee
Jessica Bundy, Attendee
Caitlin Guterrez, Attendee

3. **APPROVAL OF AGENDA**

MOTION: Member Montoya moved, seconded by Member Erpelding-Chacon, to approve the agenda as presented.

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

For: Member Montoya, Member Castillo, Member Erpelding-Chacon, Chair Woodruff

Against: None

Abstain: None

4. **APPROVAL OF MINUTES**



MINUTES

REGULAR MEETING OF
THE AUDIT COMMITTEE
JUNE 23, 2021 AT 2:00 PM
VIRTUAL MEETING

- a. Regular Audit Committee – March 31, 2021
- b. Regular Audit Committee – November 4, 2020

MOTION: Member Erpelding-Chacon moved, seconded by Member Montoya, to approve the minutes for November 4, 2020 and March 31, 2021 as presented.

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

For: Member Montoya, Member Castillo, Member Erpelding-Chacon, Chair Woodruff

Against: None

Abstain: None

5. EXECUTIVE SESSION

In Accordance with the New Mexico Open Meeting Act, Specifically NMSA 1978, Section 10-15-1(H), Subpart (7), Meetings Subject to the Attorney-Client Privilege Pertaining to Threatened or Pending Litigation in Which the City is or May Become a Participant. In Accordance with the New Mexico Open Meetings Act, Specifically NMSA 1978, Section 10-15-1(H), Subpart(2).

6. NEW BUSINESS

- a. FY21 Internal Audit – Public Utilities Department Internal Audit Update, REDW Internal Audit Team

Caitlin Gutierrez with REDW gave an update on the Public Utilities Department Internal Audit findings, recommendations and corrective action plans.

Nancy Jimenez, gave additional detail on progress of system upgrades.

- b. FY21 Internal Audit – ITT Internal Audit Update, REDW Internal Audit Team



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Jessica Bundy, REDW, ITT Internal Audit gave an update. July 9th is exit interview with ITT. Ten days later Management responses due. Expected completion by next Audit Committee in September.

- c. FY21 Internal Audit – Police Evidence Room Update, REDW Internal Audit Team

Jessica Bundy, REDW gave an update on the Police Evidence Room. It is underway and expected to be completed by next Audit Committee.

- d. Discussion of Upcoming FY22 Audit Plan

Stephanie Woodruff, Chair, gave an brief overview of upcoming FY22 Audit Plan. Stephanie Woodruff to follow up on REDW contract with Fran Dunaway in Procurement.

Caitlin Gutierrez and Jessica Bundy with REDW presented for discussion a tentative and preliminary audit plan for FY22.

HR and Treasury are the next Audits on the audit schedule. Other areas are being considered for FY22 audit schedule based upon budget limitations.

- 7. **PUBLIC COMMENT**
- 8. **MATTERS FROM STAFF**
- 9. **MATTERS FROM THE COMMITTEE**
- 10. **MATTERS FROM THE CHAIR**
- 11. **NEXT MEETING: September 01 2021**
 - a. September 1, 2021

Next meeting September 1, 2021 in person.

- 12. **ADJOURN**

Meeting adjourned 3:38 pm



City of Santa Fe

MINUTES

REGULAR MEETING OF
THE AUDIT COMMITTEE
JUNE 23, 2021 AT 2:00 PM
VIRTUAL MEETING

Carolynn Roibal
Liaison

Stephanie Woodruff
[Stephanie Woodruff \(Feb 14, 2023 15:56 MST\)](#)
Chair
