

CARSON CITY AUDIT COMMITTEE
Minutes of the May 12, 2009 Meeting
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A regular meeting of the Carson City Audit Committee was scheduled for 3:00 p.m. on Tuesday, May 12, 2009 in the City Hall Capitol Conference Room, 201 North Carson Street, Carson City, Nevada.

PRESENT: Chairperson Pete Livermore
Vice Chairperson Kenneth Brown
Member Joe Eiben
Member Nick Providenti

STAFF: Melanie Bruketta, Chief Deputy District Attorney
Kathleen King, Recording Secretary

NOTE: A recording of these proceedings, the committee's agenda materials, and any written comments or documentation provided to the recording secretary during the meeting are public record. These materials are available for review, in the Clerk's Office, during regular business hours.

1. CALL TO ORDER AND DETERMINATION OF QUORUM (1-0007) - Chairperson Livermore called the meeting to order at 3:00 p.m. Roll was called; a quorum was present.

2. ACTION ON APPROVAL OF MINUTES - February 10, 2009 (1-0011) - Vice Chairperson Brown moved to accept the minutes. Member Eiben seconded the motion. Motion carried 4-0.

3. DISCUSSION AND POSSIBLE ACTION TO RECOMMEND THAT THE BOARD OF SUPERVISORS FILL ONE VACANT COMMITTEE POSITION (1-0025) - Chairperson Livermore introduced this item, and suggested a motion to fill the citizen-at-large position in light of Member Eiben's imminent resignation. Discussion took place regarding the every-other-month meeting schedule and the pending statement of qualifications for the auditor. In response to a question, Chairperson Livermore advised of having discussed the need to fill vacant committee positions with both Mayor Robert Crowell and City Manager Larry Werner on several different occasions. Member Providenti acknowledged a willingness to follow up on the status of the statement of qualifications, and discussion followed. Chairperson Livermore entertained a motion. **Member Eiben moved to recommend replacing the citizen-at-large position upon his resignation. Member Providenti seconded the motion. Motion carried 4-0.**

4. DISCUSSION AND POSSIBLE ACTION TO APPROVE THE REQUEST FOR QUALIFICATIONS PROCESS TO IDENTIFY A FIRM(S) OR INDIVIDUAL(S) TO PERFORM INTERNAL AUDITS FOR THE CITY PURSUANT TO THE PROVISIONS OF THE CHARTER (1-0142) - Chairperson Livermore introduced and provided background information on this item. He reviewed the Request for Statement of Qualifications, copies of which had been distributed to the committee members and staff prior to the start of the meeting. Extensive discussion took place regarding the project information schedule included in the request for statement of qualifications, the review process, and the information requested. Consensus of the committee was that no formal action was necessary.

5. DISCUSSION AND POSSIBLE ACTION TO RECOMMEND TO THE BOARD OF SUPERVISORS AN AUDIT WORK PLAN FOR THE 2009 / 2010 FISCAL YEAR (1-0367) - Chairperson Livermore introduced this item, and advised of having received no additional audit requests. He reviewed the current audit work plan, copies of which had been distributed to the committee members

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prior to the meeting date. Discussion took place with regard to implementing a review schedule following completed audits. Consensus of the committee was to schedule reviews within six months of completed audits, and additional discussion took place with regard to the review process. Chairperson Livermore advised that he would discuss development of a review process with City Manager Larry Werner. He expressed an interest in presenting the audit plan for review and approval by the Board of Supervisors at their second meeting in June. In response to a question, he advised that he would include a six-month review process in the audit plan, as recommended at this meeting. Chairperson Livermore entertained a motion. **Member Eiben moved to approve the audit plan, as discussed, and for Chairperson Livermore to present it to the Board of Supervisors. Vice Chairperson Brown seconded the motion. Motion carried 4-0.**

6. DISCUSSION AND POSSIBLE ACTION TO SCHEDULE THE NEXT AUDIT COMMITTEE MEETING (1-0595) - Chairperson Livermore noted that the next meeting was scheduled for July 7, 2009.

7. FUTURE AGENDA ITEMS (1-0600) - Chairperson Livermore reviewed the tentative agenda for the July meeting.

8. PUBLIC COMMENT ON NON-AGENDIZED ITEMS (1-0644) - None.

9. ACTION ON ADJOURNMENT (1-0645) - Member Providenti moved to adjourn the meeting at 3:36 p.m. Member Eiben seconded the motion. Motion carried 4-0.

The Minutes of the May 12, 2009 Carson City Audit Committee meeting are so approved this 10th day of November, 2009.

PETE LIVERMORE, Chair