

**Bowling Green Audit Committee**  
*Special Meeting*  
**April 24, 2017**

The Bowling Green Audit Committee convened in a special meeting at 3:30 p.m. on April 10, 2017 in the Conference Room at Neighborhood and Community Services. Members of the Committee present were: Audit Professionals Cristi Pruitt and Jeffrey Stein, General Business members Scott Gary and Tony Witty and City Commissioner Joe Denning. Absent: Ex-Officio member City Manager Kevin DeFebbo. Also present were Internal Auditor Deborah Jenkins and Assistant City Clerk Ashley Jackson. There was a quorum of the board present.

**Approval of Minutes.**

Chair Gary announced that the first item of business was to approve the minutes of the January 9, 2017 regular meeting, which was mailed with the agenda to the members for their review prior to the meeting. Motion was made by Mr. Witty and seconded by Ms. Pruitt to accept the minutes as written. The minutes were approved as written by unanimous vote.

**Present Parks Maintenance Operational Audit follow-up.**

Ms. Jenkins provided a brief history of the original audit which was finalized in April 10, 2017. It was reported she originally presented eight (8) recommendations in the audit and was pleased to announce that Parks Maintenance has a new supervisor and its title is Parks/Golf Maintenance Superintendent. Since the change in management there have been positive implementations and based on the follow-up it was determined seven (7) out of the (8) recommendations were partially or fully implemented.

**Discuss FY2018 requested budget.**

Ms. Jenkins reported that she had finalized her Fiscal Year 2018 budget request and the total projected budget was \$80,935. She summarized the various items that were budgeted and included professional services (external audit and Employee Fraud/Ethics Hotline), telephone costs (cell phone stipend), local meeting costs, dues-memberships-fees, travel costs, special education, local mileage reimbursement, operating supplies and books and publications.

**The next quarterly meeting to be rescheduled to July 10, 2017.**

Ms. Jenkins announced the next regular scheduled meeting date was Monday, July 10, 2017 at 3:30 p.m.

Ms. Jenkins also recognized Scott Gary and Cristi Pruitt as both of their membership terms were expiring in May. Mr. Gary and Ms. Pruitt were presented with a thank you gift and a letter from the Mayor. Mr. Martens expressed his appreciation to the Internal Auditor. Ms. Jenkins indicated that two (2) new members would be introduced at the next regular meeting.

The Committee complimented Ms. Jenkins on her 2016 Exemplary Knighton Award in the Extra Small Shop Category for the Fleet Technician Efficiency Audit from the Association of Local Government Auditors, and further praised her for work.

**Adjournment.**

There being no other business to be conducted, at 4:32 p.m. Chairman Gary declared the meeting adjourned.

(Minutes-Bowling Green Audit Committee – April 24, 2017)

July 10, 2017  
Date Approved

Larry Wutty  
Chair

Ashley Jackson  
Ashley Jackson, Assistant City Clerk

*Minutes prepared by Assistant City Clerk Ashley Jackson*