



AUDIT COMMITTEE MINUTES

DATE: February 3rd, 2025

LOCATION: CITY HALL FOURTH FLOOR CONFERENCE ROOM

TIME: 3:00 PM

- I. CALL TO ORDER – Director of Internal Audit
The meeting was called to order by Stephanie Fox at 3:01 pm.
- II. ANNOUNCE MEMBERS IN ATTENDANCE (VERIFY QUORUM)
Audit Committee members present: Elizabeth Rankin, Keri Lovato, Lynn Stokes, Patrick Wilkinson, Trey Judd
Audit Committee members absent: None
Quorum verified? Yes
Internal Audit attendees: Stephanie Fox, Jenn Osteen, Becca Darden, Emily Hammer, Don Morse
Other Attendees:
 - Mayor Joe Pitts
 - Laurie Matta, City of Clarksville Chief Financial Officer
 - Christen Wilcox, City of Clarksville Deputy Chief Financial Officer
 - Gina Wilbur, Controller, CDE Lightband
 - Erica Sager, Crosslin
 - JD Cage, Crosslin
- III. ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON
 - A. Chairperson - Be knowledgeable of Audit Committee functions and responsibilities, chair meetings, represent the Audit Committee before City Council or any other official body as necessary, correspond as necessary in regard to Audit Committee issues, prepare Director's annual performance evaluation, and coordinate with Human Resources to hire (or terminate) in regard to the Director's position.
 - B. Vice Chairperson - Be knowledgeable of Audit Committee functions and responsibilities, fill in for or provide assistance to the Chairperson related to any of the duties listed above.

Elizabeth Rankin made a motion to elect Trey Judd as Chairman and Patrick Wilkinson as Vice Chairman. Lynn Stokes seconded. The motion was approved unanimously.
- IV. FINANCIAL STATEMENT AUDIT PRESENTATION BY Crosslin
Crosslin presented the results of the FY 2024 financial and compliance audit for the City of Clarksville, Clarksville Gas & Water, and CDE Lightband.

V. ADOPTION OF MINUTES

A. October 30, 2024 Audit Committee Meeting

Elizabeth Rankin made a motion to adopt the minutes as presented. Patrick Wilkinson seconded. The motion was approved unanimously.

VI. DEPARTMENT REPORT

A. Budget Report

B. Update on Internal Audit Activity

Stephanie presented the budget report and an update on department activity.

VII. NEW BUSINESS

A. None

VIII. COMMITTEE ACTION REQUIRED

A. Crosslin Contract Renewal

The committee discussed the contract renewal. Patrick Wilkinson made a motion to approve the Crosslin Contract Renewal. Trey Judd seconded. The motion was approved unanimously.

B. Review and Approval of Policy Manual Revisions

i. Annual Risk Assessment and Audit Plan Policy

ii. Performing Advisory Services Policy

iii. Communication Policy

Stephanie presented proposed revisions to the policies listed above. Patrick Wilkinson made a motion for approval of the proposed revisions. Lynn Stokes seconded. The motion was approved unanimously.

IX. CITY COUNCIL ACTION REQUIRED

A. None

X. ADJOURNMENT

Patrick Wilkinson made a motion to adjourn the public meeting and go into executive session. Lynn Stokes seconded. The public meeting was adjourned at 4:19 pm.

XI. PUBLIC COMMENT (5 minutes each)

XII. NEXT MEETING - **April 30, 2025 3:00 PM**

XIII. EXECUTIVE SESSION - Vote by the committee to go into executive session

During executive session and for the remainder of the meeting, the Audit Committee will be discussing only matters that are considered confidential under TCA Section 9-3-405 (d). These items may include:

A. Items deemed not subject to inspection under TCA Section 10-7-503 and 10-7-504

B. Current or pending litigation and pending legal controversies

C. Pending or ongoing audits or audit related investigations

D. Information protected by federal law

E. Matters involving information under TCA Section 9-3-406 where the informant has requested anonymity.

At this point in the meeting everyone other than Audit Committee members and those asked to attend by the Audit Committee to address an item related to the categories above will be asked to leave.

The following topics were discussed:

- A. Ongoing audits and investigations
- B. Hotline reports

XIV. ADJOURNMENT OF EXECUTIVE SESSION

The executive session was adjourned at 4:43 pm.