



AUDIT COMMITTEE Minutes

DATE: April 30, 2025

LOCATION: City Hall 4th Floor Conference Room

TIME: 3:00 PM

- I. CALL TO ORDER – Chairman
The meeting was called to order by Trey Judd at 3:00 pm.
- II. ANNOUNCE MEMBERS IN ATTENDANCE (VERIFY QUORUM)
Audit Committee members present: Trey Judd, Keri Lovato, and Elizabeth Rankin. Patrick Wilkinson joined at 3:54 pm.
Audit Committee members absent: Lynn Stokes
Quorum verified? Yes
Internal Audit attendees: Stephanie Fox, Becca Darden, Emily Hammer
Other Attendees: None
- III. ADOPTION OF MINUTES
 - A. February 3, 2025 Audit Committee Meeting
Elizabeth Rankin made a motion to adopt the minutes. Keri Lovato seconded.
The motion was approved unanimously.
- IV. DEPARTMENT REPORT
Stephanie presented the budget report and an update on department activity. Stephanie also made a correction regarding an open meetings error that was made during executive session for the February 3rd meeting regarding use of AI in the department.
- V. NEW BUSINESS
 - A. None
- VI. COMMITTEE ACTION REQUIRED
 - A. FY 2026 Budget Approval
Elizabeth Rankin made a motion to approve the FY 2026 Budget. Keri Lovato seconded.
The motion was approved unanimously.
 - B. Review and Approval of Policy Manual Revisions
Keri Lovato made a motion to approve revisions to the department's policy manual.
Elizabeth Rankin seconded. The motion was approved unanimously.

VII. CITY COUNCIL ACTION REQUIRED

- A. None

VIII. ADJOURNMENT OF PUBLIC MEETING

Keri Lovato made a motion to adjourn the public meeting and move into executive session. Patrick Wilkinson seconded. The public meeting was adjourned at 3:56 pm.

IX. PUBLIC COMMENTS (5 minutes each)

X. NEXT MEETING - **July 30, 2025 3:00 PM**

XI. 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

XII. ADJOURNMENT OF EXECUTIVE SESSION

Elizabeth Rankin made a motion to adjourn the executive session. Keri Lovato seconded. The executive session was adjourned at 4:08 pm.