

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY
AUDIT COMMITTEE MEETING MINUTES
July 13, 2021

On Tuesday, July 13, 2021, at 4:00 p.m., the Metropolitan Nashville Audit Committee met in the Metropolitan Courthouse, 2nd Floor, Committee Room 2. The following people attended the meeting:

Committee Members

Brackney Reed, Chamber of Commerce
Tom Bates, Tennessee Society of CPAs
Jim Shulman, Vice-Mayor
Thom Druffel, Council Member
Kevin Crumbo, Director of Finance

Others

Lauren Riley, Metropolitan Auditor
Theresa Costonis, Department of Law
Bill Walker, Office of Internal Audit

Committee Members Absent

Zulfat Suara, Council Member

Quorum present? Yes

CALL MEETING TO ORDER

Mr. Reed called the meeting to order.

APPROVAL OF MINUTES

A **motion** to approve meeting minutes for June 22, 2021, was made, seconded, and carried.

UNFINISHED BUSINESS

Metropolitan Auditor Performance Review and Compensation

Mr. Reed stated the committee needed to review Ms. Riley's raise for the new fiscal year. Mr. Crumbo offered to research a proper methodology at the previous meeting, and he relayed the results of his research. Mr. Crumbo recommended Ms. Riley's pay increase be the average of what was provided to the Office of Internal Audit staff. Ms. Riley presented the methodology used in determining staff open range increases. Ms. Riley then provided her performance review and a schedule of how open range increases were distributed within the Office of Internal Audit. The average open range increase was 2.7 percent. Ms. Riley also gave a schedule showing her adjusted salary at various open range percentage increases.

A discussion ensued over Ms. Riley's performance. The Metropolitan Audit Committee was very pleased with Ms. Riley's performance.

A **motion** to approve an open range increase of 2.7 percent and the 2 percent cost of living adjustment for Ms. Riley was made, seconded, and carried.

Criminal Justice Information Services (CJIS) clearance for Metropolitan Audit Committee Members

Ms. Riley discussed the proposed change to the Metropolitan Committee's Bylaws that would require all committee members to obtain Criminal Justice Information Services clearance as recommended at the last meeting. Mr. Reed suggested changing the wording from "requiring clearance" to "recommending clearance". Mr. Reed advised that such a requirement was not within the authority of the Metropolitan Audit Committee per the Metropolitan Charter. Ms. Costonis concurred and explained the applicable parts of the Metropolitan Charter.

A **motion** to change the wording in the proposed changes to the Bylaw to "recommend" rather than "required" was made, seconded, and carried.

OTHER ADMINISTRATIVE MATTERS

Mr. Reed inquired if there was a need to go into Executive Session. Ms. Riley advised there was no need.

The next regularly scheduled meeting is September 14, 2021, at 4:00 p.m.

A **motion** to adjourn the meeting was made, seconded, and carried.

The public meeting adjourned after approximately 25 minutes.

The minutes for the July 13, 2021, Metropolitan Nashville Audit Committee meeting are respectfully submitted.

Lauren Riley

Lauren Riley, Metropolitan Auditor
Secretary, Metropolitan Nashville Audit Committee

Approved by the Metropolitan Nashville Audit Committee on October 26, 2021.