



**Lewiston Audit Committee
REGULAR WINTER MEETING AGENDA
February 1, 2024 - 4:00 PM
Lewiston City Hall – Back Conference Room – 1134 F Street
Lewiston, Idaho 83501**

Seating will be available on a first-come, first-served basis.

- I. **CALL TO ORDER - CHAIRMAN WEIBLER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **CITIZEN COMMENTS**
- IV. **ACTIVE AGENDA**
 - A. **APPROVAL OF OCTOBER 26, 2023 MINUTES - ACTION ITEM**
 - B. **ELECTION OF OFFICERS - ACTION ITEM**
 - C. **FY2023 DRAFT AUDIT PRESENTATION - MS. ALIVERTI**
- V. **COMMITTEE/STAFF MEMBER COMMENTS**
- VI. **ADJOURNMENT**

The City of Lewiston is committed to providing access and reasonable accommodation in its services, programs, and activities and encourages qualified persons with disabilities to participate. If you anticipate needing any type of accommodation or have questions about the physical access provided at this meeting, please contact City Clerk's Office at least forty-eight (48) hours in advance of the meeting at 208-746-3671, ext. 6202.

City of Lewiston
Audit Committee
October 26, 2023
City Hall, Back Conference Room

Committee Members present: Chair Matt Weibler, Vice Chair Dr. Julie Crea, Sunshine Siebert, and Councilor John Spickelmire.

Also present: Mayor Dan Johnson, Presnell Gage Auditor Dawn Aliverti, Finance Director Aimee Gordon, and Accounting Supervisor Claire Blewett

- I. CALL TO ORDER
Meeting called to order at 4:03 by Chair Weibler

- II. PLEDGE OF ALLEGIANCE

- III. CITIZENS COMMENTS
None

- IV. WELCOME AND INTRODUCTIONS
The Audit Committee did round table introductions.

- V. ACTIVE AGENDA
 - A. Approval of February 2, 2023 Minutes
Chair Weibler moves to approve the minutes as presented. Council John Spickelmire seconds. All in favor. Motion carries.

 - B. Pre-audit Planning Discussion
Director Gordon presented the audit calendar and gave a summary of the timeline Finance follows. Ms. Aliverti stressed that committee members are allowed to contact the Auditor with areas of concern. She can address concerns during the meeting or can be contacted privately if the committee member would prefer that.

Discussion regarding how long the committee is allowed to look at the draft. Dr. Crea would like more time with the report for review so that she can attend the meeting prepared with questions.

 - C. Discussion of Operational or Financial Items for Review
Discussion of when requests for additional review need to be to the auditors. It would be best to have requests to the auditors before December 15th so that staff vacations, holidays, and timelines can be adjusted and compensated for. Director Gordon will send out the roster to the committee so that contact information is available.

Dr. Crea asked if there are any new GASBs that will need to be implemented, specifically SBITAs. Last year, there was nothing to report. The City doesn't contract out for more than one year and we include a non-appropriations clause in every contract that says we can't commit to more than 12 months. The City doesn't enter into lease agreements. Auditors did a thorough investigation into leases and did not find anything of note or that fit the SBITA guidelines.

GASB 94 did not apply to LCSC but was brought up by Dr. Crea just in case.

It was requested by Sunshine Siebert that she knows where to find last year's ACFR. Director Gordon will email the link and there are hard copies in Finance.

Ms. Aliverti discussed how different areas are scrutinized each year and how department changes are identified during the pre-planning meeting. Discussion regarding educating the public about audits, audit goals, how changing auditors won't always bring about something new that the current auditors didn't see. Auditors will suggest new processes if they see an inefficiency. Discussion regarding communication throughout the year between the auditors and the finance office for uncommon events like fund closures or complex accounting entries to make into the system.

VI. COMMITTEE AND STAFF COMMENTS

Chair Weibler would like to move the January 25th meeting to the following week on Thursday, February 1st at 4pm. The committee is fine with this change.

VII. Adjournment

- A. Councilor Spickelmire moves to adjourn. Dr. Crea seconds. Meeting adjourned at 4:43pm.

City of Lewiston

Audit Committee Bylaws

Article I. Name

The name of this advisory board or commission is the Audit Committee, hereafter referred to as the Committee.

Article II. Membership

The Committee shall consist of five (5) voting members.

Article III. Officers

- A. The officers of the Committee shall be a chairperson and vice-chairperson elected from among the Committee members at the first regularly scheduled meeting in January, or at such other time as the Committee deems feasible.
- B. Officers shall serve a term of one (1) year from the meeting at which they are elected and until their successors are duly elected.
- C. The chairperson shall preside at all meetings of the Committee, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Committee, serve as an *ex officio* voting member of all committees, and generally perform all duties associated with that office.
- D. The vice-chairperson, in the event of the absence or disability of the chairperson or of a vacancy in that office, shall assume and perform the duties and functions of the chairperson.
- E. In the event of the absence of the chairperson and vice-chairperson, those Committee members present shall elect, by majority vote, a temporary chairperson for that meeting. Should the chairperson or vice-chairperson arrive, the temporary chairperson shall relinquish the chair upon the conclusion of the item of business then in consideration before the Committee.

Article IV. Meetings and Minutes

- A. All Committee meetings shall be governed by the Idaho Open Meetings Law, I.C. §§ 74-201 *et seq.*; and all Committee records shall be subject to the Idaho Public Records Act, I.C. §§ 74-101 *et seq.*, and the City of Lewiston records retention schedule.
- B. Regular meetings shall be held on an as-needed basis on the fourth Thursday of the month, but at least semi-annually on the fourth Thursday of January and October, at 4:00 p.m. at Lewiston City Hall, 1134 F Street, Lewiston, Idaho, or at such other location or time as shall be designated in advance. If a day fixed for a regular meeting falls on a holiday recognized by the City of Lewiston, then such meeting shall be cancelled.
- C. Special meetings may be called by a consensus of the Committee, the chairperson, or the staff liaison. If the time and place of a special meeting has not been determined at a regular meeting with all Committee members present, then a notice of the time and place of the special meeting shall be sent to all Committee members as soon as practicable.

D. Unless otherwise provided by law, a quorum for the transaction of business at any meeting shall consist of a majority of the currently appointed voting members of the Committee.

E. Meeting minutes of the Committee shall comply with Idaho Code Title 74, Chapter 2. Meeting minutes shall be maintained in accordance with the City of Lewiston records retention schedule.

Article V. Rules of Debate

A. *Recognition by chairperson and interruptions prohibited.* A Committee member desiring to speak at a meeting shall address the chairperson and, upon recognition by the chairperson, shall confine himself or herself to the question under debate. A Committee member, once recognized by the chairperson, shall not be interrupted when speaking.

B. *Call for the question.* A Committee member may call for the question upon being recognized by the chairperson. If the motion to call for the question is seconded, debate shall not be allowed, and the motion must be approved by two-thirds (2/3) of the Committee members present. If the motion is so approved, the Committee shall immediately vote on the underlying question without further debate.

Article VI. Committees

A. As authorized by the Committee, the chairperson may appoint committees of one (1) or more Committee members and/or members of the community at large, each for such specific purposes as the business of the Committee may require from time-to-time. A committee shall be considered to be discharged upon completion of the purpose for which it was appointed and after a final report is made to the Committee.

B. All committees shall make a progress report to the Committee at each Committee meeting.

C. No committee shall have other than advisory powers unless, by suitable action of the Committee, it is granted specific power to act.

D. All committee meetings shall be governed by the Idaho Open Meetings Law, I.C. §§ 74-201 *et seq.*; and all committee records shall be subject to the Idaho Public Records Act, I.C. §§ 74-101 *et seq.*, and the City of Lewiston records retention schedule.

Article VII. General

A. *Voting.* An affirmative vote of the majority of all Committee members present at the time shall be necessary to approve any action before the Committee. A motion shall fail if votes upon such motion are tied. The chairperson may vote upon and may move or second a proposal before the Committee. Unless otherwise provided by law, every Committee member present when a question is put forth shall vote for or against the same. Unless excused from voting, if a Committee member refuses or fails to vote, and the result of such refusal or failure creates a tie, that Committee member's vote shall be counted as an "aye." If a Committee member is excused from voting, that member may be counted for purposes of determining a quorum, but shall not be counted toward the minimum number of votes required to pass or reject a motion.

B. *Conflicts of interest.* Committee members shall adhere to the applicable provisions in Idaho Code regarding conflicts of interest.

C. *Conflicts.* In the event of a conflict between a provision in these Bylaws, the Lewiston City Code, and/or Idaho Code, the order of priority shall be Idaho Code, the Lewiston City Code, and these Bylaws.

D. *Amendments.* The Committee may amend the number of voting members (Article II); when officers will be elected and the duties of additional officers, if applicable (Article III); and the date, time, and location of regular meetings (Article IV) upon majority vote of the full Committee; approval from the City Council shall not be required to amend such provisions. However, the remaining provisions of these Bylaws shall not be amended by the Committee without prior approval from the City Council.

These Bylaws were adopted by the Committee on October 29, 2020. These Bylaws shall replace and supersede any previously-adopted Bylaws of the Committee.