

Attendance

Name	Title	Present
Daniel Lange	Chair	Yes
Colin Eustis	Co-Chair	Yes
Daniel Amador	Member	
Nancy Hammond	Recorder	No
Jen Kubit	Member	Yes
Stanislaw Rzeznik	Member	Yes
Glenn Robelen	Member	Yes
Kareem Redmond	City Council Liaison	Yes
Emily Strab	City Council Liaison	
Ronald Brooks	Staff, City Treasurer	Yes
Natally Palma	Staff, Deputy Finance Manager	Yes

Start time: 6:04 PM

Minutes for August 7th

Name	Title	Motion	2 nd	Yes	No	Abstain
Daniel Lange	Chair	X		X		
Colin Eustis	Co-Chair		X	X		
Daniel Amador	Member					
Nancy Hammond	Recorder					
Jen Kubit	Member					
Stanislaw Rzeznik	Member			X		
Glenn Robelen	Member			X		

Vote 1

Name	Title	Motion	2 nd	Yes	No	Abstain
Daniel Lange	Chair					
Colin Eustis	Co-Chair					
Daniel Amador	Member					
Nancy Hammond	Recorder					
Jen Kubit	Member					
Stanislaw Rzeznik	Member					
Glenn Robelen	Member					

Vote 2

Name	Title	Motion	2 nd	Yes	No	Abstain
Daniel Lange	Chair					
Colin Eustis	Co-Chair					
Daniel Amador	Member					
Nancy Hammond	Recorder					
Jen Kubit	Member					
Stanislaw Rzeznik	Member					
Glenn Robelen	Member					

Vote 3

Name	Title	Motion	2 nd	Yes	No	Abstain
Daniel Lange	Chair					
Colin Eustis	Co-Chair					
Daniel Amador	Member					
Nancy Hammond	Recorder					
Jen Kubit	Member					
Stanislaw Rzeznik	Member					
Glenn Robelen	Member					

Vote 4

Name	Title	Motion	2 nd	Yes	No	Abstain
Daniel Lange	Chair					
Colin Eustis	Co-Chair					
Daniel Amador	Member					
Nancy Hammond	Recorder					
Jen Kubit	Member					
Stanislaw Rzeznik	Member					
Glenn Robelen	Member					

Vote 5

Name	Title	Motion	2 nd	Yes	No	Abstain
Daniel Lange	Chair					
Colin Eustis	Co-Chair					
Daniel Amador	Member					
Nancy Hammond	Recorder					
Jen Kubit	Member					
Stanislaw Rzeznik	Member					
Glenn Robelen	Member					

Adjourn

Name	Title	Motion	2 nd	Yes	No	Abstain
Daniel Lange	Chair	X		X		
Colin Eustis	Co-Chair			X		
Daniel Amador	Member					
Nancy Hammond	Recorder					
Jen Kubit	Member		X	X		
Stanislaw Rzeznik	Member			X		
Glenn Robelen	Member			X		

End time: 7:06PM

Discussion Topics:

- 1) Discussion of recently provided documents, to Append to 8/19/25 Meeting Notes
 - a) Chair requested the availability of any supplemental internal policy documents
 - i) Treasurer Brooks: Submitted policies not ratified into record by council, varies by jurisdiction.
 - b) Chair requested walkthrough supporting documents prior to 2019.
 - i) Treasurer Brooks will review FY19-FY23 audits for additional walkthroughs.
- 2) Public Discussion on recently provided documents:
 - a) CM: Rzeznik: Are there tools tracking budget to Actuals, especially for nominal amounts using existing frameworks?
 - i) Treasurer: Internal controls, \$5,000+ must be funded by Capital Fund, AND approved by Treasurer. Petty Cash remains immaterial
 - b) Chair: 13.1.a may provide answers
- 3) Q&A
 - a) Amador: Specific segment shown as a 'position of net change'.
 - b) Amador 2: Specific order recommended by Auditor
 - i) Treasurer will consider a discussion with the current auditor of record.
 - ii) Chair: MD&A section is unaudited.
 - c) Amador 4 (Due to/From, Transfer In/Out):
- 4) Treasurer's Update: Status call with current Auditor. Timeline for FY24 Audit and Single Audit (CARES Act) expected at next meeting
- 5) Draft Report Discussion

- a) 4 Part Recommendation Frame work for each finding (Condition, Cause, Effect, Recommendation)
- b) Committee Members to suggest 1-3 recommendations on central themes of the FY23 Audit report by 8/26 meeting.