

CALLAWAY AUDIT COMMITTEE MEETING

December 13, 2012

TIME: 6:00 P.M.

Called to order by Chairperson McKinney at 6:00 P.M.

ROLL-CALL – PRESENT: Shelley McKinney, Commissioner Pamn Henderson,
John L'Heureux, Doug Smith

MEMBER/S ABSENT: Bill Castor

ALSO PRESENT: Sandra Hirth

APPROVAL OF MINUTES:

Commissioner Henderson moved to approve the Audit Committee meeting minutes of November 7, 2012. Doug Smith seconded the motion.

All ayes
Bill Castor absent.

BUSINESS ITEMS:

ITEM #1 REVIEW FRAUD REPORTING POLICY – CHAIRPERSON MCKINNEY

The Audit Committee members discussed the Fraud Reporting Policy in its' final form. They believe the shorter version will be much easier for employees to understand and to know what they (employees) need to do to report suspected fraud. Prior to this meeting, Chairperson McKinney and City Manager Collins discussed proposed changes to the policy (shorter definition of fraud as well as the form that was developed for employee input). If approved by the Audit Committee, he will have the policy placed on the January 8, 2013, Commission agenda.

Training for all employees will be forthcoming. Chairperson McKinney was asked by City Manager Collins to be involved with this training which she graciously agreed to do!

Commissioner Henderson moved to approve the Fraud Reporting Policy and to have it placed on the January 8, 2013, Commission agenda. Motion was seconded by Doug Smith.

All ayes
Bill Castor absent.

There being no further business, the meeting was adjourned by Chairperson McKinney at 6:21 P.M.



Sandra B. Hirth, Assistant to the City Manager