

AUDIT COMMITTEE MINUTES

December 1, 2021 - 5:00 p.m. PUBLIC MEETING

CITY OF PORTSMOUTH, NH - City Hall - 1 Junkins Avenue

The Audit Committee (AC) held the December 1, 2021 meeting in Conference Room A.

Call to Order - Councilor Huda called the meeting to order at 5:00 p.m.

AC Members present for roll call: Councilor Petra Huda, Councilor Esther Kennedy, Christopher White, Hawk Furman along with Suzanne Woodland, Deputy City Manager. (Filling in for the City Manager who was out of town).

Councilor Huda welcomed everyone to the meeting and the Committee members introduced themselves.

In following the published Agenda, Councilor Huda called for public comment, there was no one present to comment, that noted Councilor Huda moved to next order of business, election of officers of the Audit Committee.

Councilor Huda made a motion to elect Mr. White Chairman of the Audit Committee, & Mr. Hawkins, Secretary. Motion was seconded by Councilor Kennedy, then voted, with all voting in the affirmative.

Councilor Huda turned the meeting over to newly elected Chair White.

Chair White brought forward an outline of short and long term goals of the Audit Committee for discussion. The consensus was to move forward with developing a FY22 RFP for Professional Municipal Auditing Services, starting with the FY21 RFP as a baseline, with the goal of providing the final FY22 RFP to the purchasing dept. for publishing ASAP.

Chair White provided an "edited/reviewed" draft copy to all in attendance for review & discussion of data change/update points, these points were discussed in detail. Deputy City Manager Suzanne Woodland, (representing the City Manager) took copious notes as to the required updated data that needs to be provided by staff to facilitate the meeting of the timeline provided.

Chair White also provided an "Audit Committee Charter" as guidance provided by the GFOA suggests for review & comments by committee members for the next meeting.

Chair White initiated a discussion on the date/time of the next meeting and stressed that data updating the FY22 RFP needs to be provided by the next meeting.

Dates for the next meeting included December 7,8,15. Deputy City Manager Woodland stated

she would pass this information on to the City Manager & appropriate staff and follow up with Chair White.

Councilor Huda moved to adjourn the meeting. Councilor Kennedy seconded. Then by voice vote, all in the affirmative, the motion passed to adjourn at 6:00 pm

Minutes Submitted by

Petra Huda, Interim Secretary

Approved: 12-9-2021