

**Bowling Green Audit Committee**  
***Regular Meeting***  
**April 9, 2024**

The Bowling Green Audit Committee convened in a regular meeting at 3:30 p.m. on April 9, 2024 in the City Hall Commission Chamber. The meeting was called to order by Chairperson Pamela Napier. Members of the Committee present were: Audit Professional members Pamela Napier and Jill Price, General Business members Dr. Dan Myers and Barry Pruitt and Commissioner Carlos Bailey. Absent: Ex-Officio member City Manager Jeff Meisel. Also present were City Internal Auditor Deborah Jenkins and Assistant City Clerk Hope Spiller. There was a full quorum present.

**Approval of Minutes.**

Chairperson Napier announced the first item of business was to approve the minutes of the January 9, 2024 regular meeting, which were mailed with the agenda to the members for their review prior to the meeting. Motion was made by Mr. Bailey and seconded by Dr. Myers to accept the minutes as written. The minutes were approved by unanimous vote.

**Presentation of the City Agency Compliance Audit.**

City Internal Auditor Deborah Jenkins stated the objective of the audit was to ensure compliance with agency appropriation agreements. Ms. Jenkins briefly explained the purpose of agency agreements and which agencies received funding from the City for Fiscal Year 2023. She stated each agency was required to apply for funding each year and provide quarterly reports to the City and comply with all necessary laws, maintain insurance requirements and complete any required annual reporting. Ms. Jenkins said she reviewed all annual reports and internal controls, and best business practices were discussed with agency staff. She concluded by stating two areas of improvement were for management to review the condition of prohibiting agencies from paying employees any bonus pay, regardless of the source of funds used. Also, a review of performance measures for the upcoming fiscal year application process, as many of the performance measures no longer accurately described the agency services provided.

**Discuss City Emergency Preparedness Review.**

Ms. Jenkins stated this review was to assess the City's emergency response preparedness to respond to various internal and external emergency situations. She stated she had conducted various interviews with staff to gain understanding of preparations currently in place and to identify any key needs. She reviewed a new GIS map showing the home addresses and contact information for all City employees in the event of an emergency to show which employees may have been impacted. Furthermore, she reviewed a new GPS location service that has been implemented by the Public Works Department to show the location of all vehicles in order to locate staff in the event of emergency. Additionally, she stated a Crisis Communication Plan was being created and would be distributed to all employees and updated on an annual basis.

**Update on City Cemetery GPS location project.**

Ms. Jenkins reviewed the GPS map of the City's cemeteries and available features which is available for public use on the City's website. This project was a recommendation from a prior audit completed in 2017.

**Adjournment.**

There being no other business to be conducted, at 4:25 p.m. Chairperson Napier declared the meeting adjourned.

(Minutes-Bowling Green Audit Committee – April 9, 2024)

July 9, 2024  
Date Approved

Ramela E. Ngdie  
Chair

Hope Spiller  
Hope Spiller, Assistant City Clerk

*Minutes prepared by Assistant City Clerk Hope Spiller*