



MINUTES
Committee on Municipal Audit
Monday, April 7, 2025 @ 4:00 p.m.
City Council Conference Room

CALL TO ORDER

Council Member Spadafore called the meeting to order at 4:00pm

PRESENT

Council Member Peter Spadafore, Chair
Council Member Tamera Carter, Vice-Chair
Council Member Trini Pehlivanoglu, Member

OTHERS PRESENT

Renee Richmond, Council Administrative Assistant
Charles Randall, Internal Auditor
Lisa Hagen-Lawrence, OCA

MINUTES

MOTION BY COUNCIL MEMBER CARTER TO APPROVE THE MINUTES FROM MARCH 10, 2025 AS PRESENTED. MOTION CARRIED 3-0.

PUBLIC COMMENT.

Discussion/Action

Continued Discussion on a Defined Annual Audit Plan – Internal Auditor

Overview

Mr. Randall began with the Overview and informed the Committee on his progress of working with the DLI Board and external audit, getting ready to draft a report. Councilmember Spadafore asked about the DLI Board external audit, Mr. Randall stated it is combined with the City, it goes through BS&A. Mr. Randall explained he has looked through a few grants/reports. Councilmember Carter noted some public comments at the Council meeting on grant funding, asking if there were any discrepancy in grants measured or distributed on who received the funds. Mr. Randall referenced a more detailed grant auditing he has called Yellow Book, it is used to verify the use of the grant spending, and confirming funds were distributed in a timely manner.

Mr. Randall noted he's been reviewing the last three years' budgets to identify what might stand out and councilmembers might not see. Councilmember Spadafore indicated while budget happens it is possibly some amendments might happen, and he may get asked to help write or work with the Councilmember. Mr. Randall mentioned last year's budget there were requests from Council for reports and asked for dates. Councilmember Spadafore responded they can

request by a certain date but cannot order/mandate. Councilmember Pehlivanoglu asked if reports are requested from the administration, is it followed up by the Internal Auditor or Council Leadership. Councilmember Spadafore suggested the IA provide leadership a list of outstanding reports.

Mr. Randall confirmed he presented at the Charter Commission and made some suggestions and recommendations for maybe some fine-tuning language.

Planned Audits

Mr. Randall noted he hasn't had a lot of time to look at them, there are 75 BS&A email user accounts, and BS&A automatically deletes after a certain time. Councilmember Spadafore asked if he has full access, Mr. Randall confirmed, also noted he isn't far into journal entries and that there might be separate access.

Mr. Randall spoke on the DLI audit and stated it should be quick, as well as the timekeeping audit. Continuing he will draft a report and give it to Cathleen to review as well as the Committee. He added that LEPFA has not signed the RFP yet. Councilmember Spadafore asked if the board voted on it, and Mr. Randall answered no.

Councilmember Spadafore asked if the spreadsheet is just where he is on projects, Mr. Randall confirmed. Councilmember Spadafore asked the Committee to review what is in the charter for the Internal Auditor position and bring possible recommendations for the next meeting.

Other

Adjourn

Adjourned at 4:23pm

Submitted by Renee Richmond

Recording Secretary, Lansing City Council

Approved by the Committee on May 5, 2025