



Catherine E. Pugh
Mayor

MEETING MINUTES

Charter Review Subcommittee on Audits

Thursday, February 15th, 2018

City Hall, 2nd Floor, Conference Room 2

4:00 PM – 5:30 PM

Meeting Attendees:

- Kevin Lynch
- Audrey Askew
- Leland Shelton
- Marie Grant
- Sarah Hemminger
- Brandon Moore
- Steward Beckham
- Venroy July

Topics Discussed:

The meeting was called to order at 4:00 PM with all members in attendance. Co-chairs Kevin Lynch and Brandon Moore welcomed members of the subcommittee. Members and staff provided introductions.

The subcommittee was given an overview of the functions of the Comptroller's Office and the Audit Office. Remarks were provided by Steward Beckham (Asst. for Public Affairs, Comptroller's Office) and Audrey Askew (Deputy City Auditor). Following this, Hilary Ruley (Chief Solicitor, Legal Advice & Opinions, Baltimore City Department of Law) provided the subcommittee with a political history of attempted and actual revisions to the charter's audit provisions.

The subcommittee entered discussion on the following topics:

- The leasing process for city-owned property
- The process for determining whether real estate assets will be overseen by the Department of Real Estate or the Baltimore Development Corporation (BDC)
- The role of the Communications Office
- Defining the role of the Deputy City Auditor in the charter
- Internal and external auditing procedures for city government
- The uniqueness of Baltimore City's Comptroller's office as an independent agency

- The process for designating city contracts high- and low- risk
- Whether or not the charter, as written, provides express authority for the Audit Office's investigatory powers
 - Whether there is overlap between the Audit Office's investigatory powers and those housed within the office of the Inspector General
- The Comptroller's role in debt issuance and investment decisions/audits
- The current status and meeting regularity of the Oversight Commission

Prior to adjournment, the subcommittee reviewed major themes from the meeting that merit further discussion, including:

- Redundancy in the City Charter
- Management of city real estate assets

Further, the subcommittee asked that research be conducted into the practices of other home-rule cities as well as counties in the State of Maryland.

No public comment was provided.

Co-chairs Kevin Lynch and Brandon Moore thanked the subcommittee for its work. The meeting was adjourned at 5:27 PM.

COMPLIANCE CHECKLIST
FOR MEETINGS SUBJECT TO THE MARYLAND OPEN MEETINGS ACT *
CHARTER REVIEW

Name of public body AUDITS SUBCOMMITTEE Date of Meeting: 2/15/18

1. ☒ Did you give "reasonable advance notice" and keep a copy or screenshot?
2. ☒ Did you make an agenda available when notice was posted, or, if not yet determined, as soon as practicable, but at least 24 hours before the meeting?
3. ☒ Did you make arrangements for the public to attend?
4. ☒ Is someone prepared to keep minutes in writing or, otherwise, to run the equipment for minutes in the form of live and archived video or audio streaming?
5. ☒ N/A If part of this meeting might be closed to the public, have you first:
 - ☐ Made sure that the public body designated a member to take training in the Act? (eff. 10/1/17)
 - ☐ Made sure that the topic to be discussed falls entirely within one or more of the 14 "exceptions" that allow the closed session? (see over for the list)
 - ☐ Given notice of the open meeting to be held right before the closed session, so that the presiding officer can hold the required public vote to close?
 - ☐ Made sure that the initial open meeting will be attended by a member designated to take training in the Act, and, if a designated member cannot attend, made sure that the public body is ready to complete this compliance checklist at the open meeting and keep it to attach to the minutes? (eff. 10/1/17)
 - ☐ Equipped the presiding officer to prepare a written statement with the required disclosures? (for a model form with instructions, go to <http://www.marylandattorneygeneral.gov/Pages/OpenGov/Openmeetings/default.aspx>)
 - ☐ Equipped the presiding officer to limit the closed session discussion to the exceptions and topics cited on the written closing statement?
 - ☐ Arranged for closed-session minutes to be kept and adopted as sealed?
 - ☐ Equipped someone in the closed session to keep a record of each item of information that must be disclosed in the minutes of the next open meeting? (for the list, see the model closing statement).
 - ☐ For a meeting recessed to hold a closed administrative session, arranged to disclose, in the minutes of the next open meeting, the date, time, and place, persons present, and subjects discussed?
6. ☒ Have you arranged for the preparation, the adoption as soon as practicable, and posting online if practicable, of minutes of the open meeting, including summaries of any prior closed sessions, and this form (when required), completed on this side?

**This checklist is designed for general use as well as for use at open meetings of public bodies that hold closed meetings on or after 10/1/2017, when a member designated for training cannot attend the initial open meeting. See GP § 3-213(d). Like the earlier checklists, this checklist gives general guidance, does not guarantee "compliance" with every provision of the Open Meetings Act, and will be revised occasionally.*