



Catherine E. Pugh
Mayor

MEETING MINUTES

Charter Review Subcommittee on Audits

Thursday, February 22nd, 2018

City Hall, 2nd Floor, Conference Room 2

4:00 PM – 5:30 PM

Meeting Attendees:

- Kevin Lynch
- Brandon Moore
- Audrey Askew
- Leland Shelton
- Marie Grant (*by phone*)
- Steward Beckham

Topics Discussed:

The meeting was called to order at 4:04 PM. Co-chair Kevin Lynch summarized the discussion from the subcommittee's last meeting (Feb. 16) and called for approval of that meeting's minutes. The minutes were approved.

The subcommittee entered discussion on the following topics:

- The timeliness of audit submissions – both by the Department of Audits itself and individual city agencies
- Adding a provision on “fraud, waste, and abuse” responsibilities to Art. 5, Section 8
 - Questions were again raised on where the Department of Audits’ powers end and the powers of the Inspector General begin
- Adding language regarding “performance audits” to Art. 5, Section 8
- The process by which agencies are informed of programs currently under audit and given the opportunity to respond to findings by the Department of Audits
- The placement of the audit definition in Art. 5, Section 11 – the subcommittee was in consensus that it should appear closer to the beginning of Art. 5
 - Whether or not the term “audit,” as currently defined in the Charter, is accurate – the language may need to be redrafted
- The need to simplify and streamline the Charter’s language in Art. 5, Section 11(b)
 - The appropriateness of recommending that these provisions be adopted in the City Code or a Board of Estimates resolution rather than being included in the Charter

- The merit of adding a section in between Art. 5, Section C (“costs of audit”) and Art. 5, Section D (“status of prior recommendations”) – such a section would include language stating that agencies have the ability to share remedies to audit findings prior to the report’s presentation to the Board of Estimates
 - The subcommittee requests research be conducted on whether or not other city charters have such a provision
- How the subcommittee can simplify the Charter’s language in Art. 5, Section 8(a)

No public comment was provided.

The meeting was adjourned at 5:23 PM.

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

Name of public body AUDITS SUBCOMMITTEE Date of Meeting: 02/22/18

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.*