



**Financial Oversight and Audit Committee ("FOAC")
Meeting Minutes**

Committee: Financial Oversight and Audit Committee ("FOAC")

Members: Committee Member Brian Kennedy (Chair)
Committee Member Aleksandra Annello (not present)
Committee Member Art Fierro
Committee Member Joe Molinar

Non-Members: Juan Gonzalez – Assistant City Attorney – Senior II

Staff Assignee: Edmundo S. Calderon – Chief Internal Auditor

Meeting Date/Time: Monday, January 22, 2024 – 1:00 P.M.

1. Call to order and introductions.

The meeting was called to order at approximately 1:06 P.M. MST.

It was determined that there was a quorum.

2. Pledge of Allegiance.

3. Approval of Minutes for the Financial Oversight and Audit Committee meeting of October 16, 2023. [Internal Audit, Edmundo Calderon, (915) 212-1365]

Committee Member Molinar inquired about the status of the fund listing that was to be provided by Mr. Robert Cortinas, Chief Financial Officer/Deputy City Manager as stated in the previous meeting. Committee Member Molinar also inquired about the status of an external auditor being chosen for the special audit. Mr. Juan Gonzalez, Assistant City Attorney – Senior II noted that Item 5 of the current agenda would provide an update on the special audit and added that he would request an update on the status of the fund listing.

Motion made by Committee Member Fierro, seconded by Committee Member Kennedy, and unanimously carried to approve the minutes for the Financial Oversight and Audit Committee ("FOAC") meeting of October 16, 2023.

AYES: Committee Member Kennedy, Committee Member Fierro, Committee Member Molinar

NAYS: None

ABSTAIN: None

ABSENT: Committee Member Anello

4. Update on a Cybersecurity Assessment Agreement between the City of El Paso and the Cybersecurity and Infrastructure Security Agency (CISA) of the Department of Homeland Security (DHS). [City Manager's Office, Robert Cortinas, (915) 212-1067]

Ernesto Arriola, Chief Information Security Officer, went over the presentation detailing the work his team does in keeping the City of El Paso safe from Cybersecurity threats.

Committee Member Molinar asked for confirmation that DHS provides services and assistance to the City of El Paso at no cost. Mr. Arriola confirmed that the services are provided at no cost. In regards to slide 16 – CISA Ransomware Readiness Assessment (RRA), Committee Member Molinar inquired if there were any issues. Mr. Arriola noted that “tabletop” discussions are had with multiple City departments invited and they go over various scenarios of Cybersecurity threats.

No action was taken on this item.

5. Status Update on the Special Audit requested by City Council. [Internal Audit, Edmundo Calderon, (915) 212-1365]

Mr. Edmundo Calderon, Chief Internal Auditor, began by explaining that the backup for the item was a timeline provided by the Purchasing Department. Mr. Calderon added that the Internal Audit Department (IAD) had already met with prospective bidders and answered questions that they had and expected the contract to be awarded in early April. Committee Member Kennedy inquired about the timeline for the audit to be completed. Mr. Calderon noted that a timeline for completion would be provided from the selected firm. Committee Member Kennedy inquired if a notation of timeline was on the Request for Qualifications (RFQ). Mr. Calderon noted that it was not due to not knowing the bidders and the timeline could be negotiated.

Committee Member Molinar inquired if the scope of the audit was determined by the vendor. Mr. Calderon noted that the IAD determined the scope and added there were approximately 19 firms expressing interest in the audit. Committee Member Fierro asked if the scope of work could be provided and Mr. Calderon stated that he would provide it to the FOAC.

No action was taken on this item.

6. Discussion and Action on FY 2023-2024 Audit Plan 1st Quarter Updates. [Internal Audit, Edmundo Calderon, (915) 212-1365]

Mr. Edmundo Calderon, Chief Internal Auditor, went over the 1st Quarter Update which included the introduction and an overview of completed audits and projects.

In regards to the City Council & City Manager's Office P-Card and Travel review – Calendar Years 2020, 2021 and 2023, Committee Member Kennedy expressed interest in having a special FOAC meeting once the results have been officially released. Committee Member Molinar inquired about the time given for Management Responses and Mr. Calderon noted that 10 days for Management Responses is general practice for the IAD. Ms. Nicole Cote,

Managing Director added that the Management Responses could be provided sooner than January 26th if needed.

In regards to the Sun Metro – Parking Garage Contract Audit Report, Mr. Gerald DeMuro, Deputy Transit Officer, stated that Management Responses were already provided to the IAD. Committee Member Molinar inquired what the “alternate document” was and Mr. Calderon noted that it was addressed in the Audit Report. Committee Member Kennedy expressed interest in adding the results of the audit to the special FOAC meeting.

In regards to the El Paso Zoological Society Agreement Audit, Committee Member Molinar inquired if the Zoological Society had ever been audited and Mr. Calderon noted that this was the first time. Committee Member Molinar inquired what the “catalyst” was for the audit and Mr. Calderon stated that the current agreement was ending and the IAD was asked to review the contract for extension purposes. Committee Member Kennedy inquired if the IAD consults with the City Attorney’s Office on any contract work to which Mr. Calderon noted that the IAD would if any questions arose.

To conclude, Mr. Calderon went on to discuss training sessions completed, staff certifications, community service and audit hours.

Motion made by Committee Member Molinar, seconded by Committee Member Kennedy, and unanimously carried to accept FY 2023-2024 Audit Plan 1st Quarter Update.

AYES: Committee Member Kennedy, Committee Member Fierro, Committee Member Molinar
NAYS: None
ABSTAIN: None
ABSENT: Committee Member Anello

7. Discussion on Client Surveys. [Internal Audit, Edmundo Calderon, (915) 212-1365]

Mr. Calderon provided a brief summary and the process on the surveys.

No action was taken on this item.

8. Adjournment

Motion made by Committee Member Molinar, seconded by Committee Member Kennedy, and unanimously carried to adjourn.

The meeting was adjourned at approximately 1:59 P.M. MST.

Submitted by:



Committee Member Brian Kennedy
Chair, Financial Oversight and Audit Committee



Edmundo S. Calderon – Chief Internal Auditor,
Internal Audit Office