

Bowling Green Audit Committee
Special Meeting
May 26, 2010

The Bowling Green Audit Committee convened in a special meeting at 3:30 p.m. on May 26, 2010 in the City Hall Commission Chamber. The meeting was called to order by Acting Chairman Charles Hays. Members of the Committee present were: Audit Professionals Charles Hays and David McKillip, General Business member James Martens and Commissioner Bruce Wilkerson. Absent: General Business member Jean Cherry and Ex-Officio member City Manager Kevin DeFebbo. Also present were Internal Auditor Deborah Jenkins and Assistant City Clerk Ashley Jackson. There was a quorum of the board present.

Internal Auditor Deborah Jenkins remarked at the start of the meeting that due to the most recent term of expiration of Chairman Harold Wills and the filling of his position as an Audit Professional, the Vice Chair would be required to fill in as Acting Chair for this meeting. However, Vice Chair Jean Cherry was unavailable to attend and Ms. Jenkins recommended that the prior Chairman Charles Hays fill in for this special meeting. She further commented that a Chair and Vice Chair would be voted on at the next regular meeting in July.

Introduction of new committee member.

Ms. Jenkins reported that since the previous regular meeting in April, the City Board of Commissioners had approved a new Audit Committee member of which replaced the vacancy of Harold Wills. She indicated that David McKillip was appointed to the Committee and the members welcomed him.

Approval of Minutes.

Acting Chairman Hays announced that the first item of business was to approve the minutes of the April 12, 2010 regular meeting, which were mailed with the agenda to the members for their review prior to the meeting. Motion was made by Mr. Martens and seconded by Mr. Wilkerson to accept the minutes as written. The minutes were approved as written by unanimous vote.

Approve renewal of external audit contract with Mountjoy Chilton Medley.

Ms. Jenkins explained that the approval of this item was the main reason for a special call meeting, as it was required to be approved by the Committee before any external auditing services were performed. Mountjoy Chilton Medley (formerly Mountjoy & Bressler) would want to begin auditing in late June and in order to do so, the Audit Committee would had to approve the renewal of contract for the second term and with the Committee's approval, it would then be required to go before the City Board of Commissioners for the final approval. Motion was made by Mr. McKillip and seconded by Mr. Wilkerson to accept and approve the renewal of the external audit contract with Mountjoy Chilton Medley, for the second term. The contract was approved as presented by unanimous vote.

The next quarterly meeting is scheduled at 3:30 p.m. on July 12, 2010

Acting Chairman Hays announced the next quarterly meeting date.

(Special Minutes-Bowling Green Audit Committee – May 26, 2010)

Adjournment.

There being no other business to be conducted, at 3:40 p.m. Acting Chairman Hays declared the meeting adjourned.

Date Approved

Jean Cherry, Vice Chair

Ashley Jackson, Assistant City Clerk