

CITY OF GREAT FALLS AUDIT COMMITTEE
2024 KICK OFF MEETING MINUTES
September 17, 2024 3:30 PM
Great Falls Civic Center Solarium, Civic Center

1. Called to Order at 3:31 PM
2. Public Comment
No public comment was given.

3. Introductions of City Staff, Audit Committee, and Auditors

Those present were – Melissa Kinzler (MK) – Finance Director, Kirsten Wavra (KW)– Deputy Finance Director, Joe McKenney (JM) – City Commissioner, Greg Doyon (GD) – City Manager, Tom Hazen (TH) – Grant and Program Administrator, Cory Reeves (CR) – Mayor, Sarah Stanger (SS) – Auditor, Christine Jewitt (CJ) – Private Citizen/Committee.

Not Present – Jeff Heimel (JH) - Private Citizen/Audit Committee.

4. Approve minutes from December 7, 2023 meeting

A motion to approve the December 7, 2023 minutes as written was made by Greg Doyon. The motion was seconded by Melissa Kinzler. Cory Reeves abstained as he was not present or part of the audit committee on December 7, 2023. The motions was approved unanimously by the rest of the members of the committee.

5. Review of Government Finance Officers Association (GFOA) Certificate of Achievement Award and Comments for FY 2023 Annual Comprehensive Financial Report (ACFR)

Melissa Kinzler introduced and presented the different criteria for the receipt of the award. The award is a nationwide standard. The committee reviewed the areas of improvement as identified by GFOA in the award.

OPEB Discussion. Melissa Kinzler stated that the City will not change course. Primarily, the City needs to clarify terms included in disclosures. Discussion regarding the nature of the GASB (Government Accounting Standards Board)’s and the reason for the “corporatization” of the Municipal Accounting standards. There are no new GASB standards that apply to the City of Great Falls in the coming period.

Joe McKenney asked if the GFOA is mandatory. Melissa Kinzler responded that the GFOA award is not mandatory but has benefits. It is an extra set of eyes on the City’s reporting and a higher standard of review.

Joe McKenney asked if comments will be addressed in the ACFR. Melissa Kinzler said the City will acknowledge and fix the issues or will point out why it did not.

6. Discussion regarding the anticipated FY 2024 audit schedule

Melissa Kinzler felt confident about the position of the City as applied to the Audit process. Sarah Stanger discussed the upcoming process.

7. Discussion regarding FY 2023 special emphasis. Did the Audit Committee want an area of special emphasis this year FY 2024? Did Pinion have time for this?

Melissa Kinzler mentioned the City has identified the Veolia contract as an area of concentration for last year and this was not yet completed. This will be completed for Fiscal Year 2024. Sara Stanger has volunteered to be the party responsible for the review of the contract.

Greg Doyon mentioned that the contract has not been reviewed in quite some time. The contract is performance based. The performance based model was selected at the time for considerations at the time. Melissa Kinzler stated there have been several factors leading to cost increases within the purview of the contract. Cory Reeves requested clarification as to what factors designate a fund as a major fund. Greg Doyon discussed the independent audit being performed at the Golf Courses. It was decided that the completion of Veolia contract agreed upon procedure would be by the FY 2024 special emphasis.

8. Request for Proposal for Audit Services for FY 2025 and Beyond

Melissa Kinzler discussed this is the last year of the current contract. The City will have to go through the RFP process to identify and secure a new contractor. Sarah Stanger said it is likely that the City will have to choose and contract with an out of State entity. The public financing is not cost effective, does not pay much, and the continuing education requirements are harder to adhere to.

9. A motion to adjourn was made by Greg Doyon. It was second by Melissa Kinzler. It was an unanimous vote to adjourn. The meeting was adjourned at 4:12 pm.