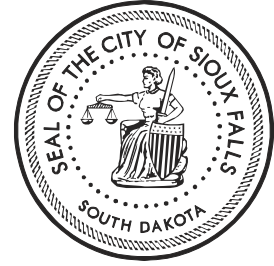


MINUTES

Tuesday, October 3, 2006



Audit Committee

7:00 p.m. at Carnegie Town Hall
235 West Tenth Street

Members Present: Bob Jamison, Kevin Kavanaugh, Anne Oppegard, Paul Reiter,
and Brad Whitsell.

Staff Present: Assistant City Clerk Tamara M. Jorgensen

Guest: Director of Human Resources, Jennifer Holsen.

1. Welcome and Call To Order

- Audit Chair Reiter called the meeting to order at 7:00 p.m.

2. Interview Discussion with Jennifer Holsen

- The Audit Committee reviewed the seven applications with an intention of selecting three for interviews. The remaining applications would be retained for additional interviews, if necessary.
- The interviews will be conducted on Thursday, October 12th, 2006 starting at 5:30 p.m. The interviews will be scheduled for one hour in length.
- Jennifer Holsen distributed a list of questions for the candidates and asked the committee to submit any additional questions or changes to her. She will then update the listing and redistribute the questions on Thursday night.
- There was a conversation held regarding the salary range for this position.
- There was a conversation held regarding the procedures for conducting a successful interview.

3. Discussion of Candidates

- The applications were reviewed and three candidates were selected.
- The ordinance was reviewed and discussion was held regarding hiring responsibility and the appropriation of salary.
- This position is for the lead internal auditor. We are budgeted in 2007 for another auditor.

4. Finalize Interview Plans

- Jennifer will arrange the interview times with the candidates.
- Interview packets will be prepared along with evaluation/review forms. The packets will be distributed at the interviews.
- Jennifer reminded the Committee to finalize their questions and get them back to her in the next day or two.

5. Adjournment at 7:50 p.m.

Tamara M. Jorgensen
Assistant City Clerk
