

City of Saint Paul Audit Committee - Community Advisor Application (Due: March 7, 2025)

Purpose of the Audit Committee: The Saint Paul City Council Audit Committee was formed in August 2020 per Res 20-1110. Its mission is to evaluate the financial and program performance of City departments to build public trust and ensure outstanding service delivery, transparency, and accountability. Annually, the Committee will solicit input from the community and from within the city government to audit the performance of City departments, programs, and services.

Member Role & Description: With input from the community and City staff advisors, the Committee will select an audit topic each year based on the potential impact an audit could have on improving the City's efficiency and effectiveness. The Committee will then interview and select a consultant to perform the audit and monitor the consultant's work throughout the process. The Audit Committee will present a final report to the City Council and Administration on its findings. The Committee may, from time to time, request information from the Administration on its progress toward recommendations from previous audits and update the Council accordingly.

Annual Deliverables:

1. Select audit topic
2. Select a consultant to perform the audit
3. Monitor consultant's work
4. Present audit findings and recommendations

Committee Membership *(subject to change)*:

- **Councilmember Rebecca Noecker**, Ward 2 (chair)
- **Councilmember Saura Jost**, Ward 3
- **Councilmember Hwa Jeong Kim**, Ward 5

Community Advisors

- **Ellen T. Brown** *(Term: October 13, 2020 to October 13, 2023)*
- **Dana M. DeMaster** *(Term: April 6, 2022 to April 6, 2025)*
- **Stephanie D. Dilworth** *(Term: April 6, 2022 to April 6, 2025)*
- **James T. Farnsworth** *(Term: April 6, 2022 to April 6, 2025)*

Terms: 3-year term

Saint Paul Residency: Required

Meeting Calendar: The Audit Committee will meet once monthly or as needed twice per month for 2 hours. Meeting dates and times are decided at the end of each year for the following year's calendar. *(subject to change)*

Meeting Location(s): City Hall, Council Chambers or Hearing Room 330 (In-person) *(subject to change)*

Stipends: \$40.00/meeting

Staffing: The Audit Committee will be supported by Council Research staff.

Ideal applicant:

- Is able to attend a majority of the meetings.
- Has a strong interest in improving Saint Paul
- Experience providing organizational oversight and/or conducting audits is helpful.

Application and Selection Process: All applications must be **received by Monday, March 7, 2025 at 4:30 p.m.** to be considered. Applicants will be informed as to their status by October 25, 2023. Questions can be directed to Nhia Vang at 651-266-8566 or CCAuditCommittee@ci.stpaul.mn.us.

Please fill out the application as completely as you can to help the Audit Committee in its deliberation. If you would like to also include a copy of your resume, please email CCAuditCommittee@ci.stpaul.mn.us.

1. First Name *

2. Last Name *

3. Middle Name or Initial

4. Pronoun preference (optional)

- she/her/hers
- he/his/him
- they/them/their
- Other

5. Home Address (Please also include city, state and zip code.) *

6. Telephone/Mobile Phone (no dashes or spaces needed) *

7. Email *

Reasons for your interest in this Audit Committee

Please provide any relevant experience that may be useful to help the Audit Committee in their consideration of your candidacy.

8. What interests you about becoming a part of the Audit Committee? *

9. What skill sets and lived experiences do you have that will contribute to the committee? *

10. What does a successful audit look like for you? *

11. How can the Audit Committee contribute to your growth? *

Demographic Information

The Audit Committee strives to ensure that community members on the committee reflect the City's diversity. Your response is strictly voluntary.

12. What group do you associate with? Please check all that applies to you.

- American Indian
- Asian or Pacific Islander
- Black (African-American)
- Hispanic
- White (Caucasian)
- Other

13. What language(s) do you speak?

Special Accommodations

Special accommodations (i.e., large print materials, sign language interpreters, assistive listening device, etc) at a meeting.

14. We are committed to ensuring that all members are able to participate fully. Please let us know how we can meet those needs.

Tennesen Warning

The Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13) governs the City's use of the information contained in this application. Some of the information sought in this application is private data under the Act. The requested information will be used by the appointing authority to carry out the City's official appointment responsibilities. You are not required to provide any information. However, failure to answer the application questions may cause the appointing authority to reject your application. The majority of items contained in this application are public, including name, address, telephone or email, employment, skills, training and experience, and are therefore available to anyone requesting it. The remaining items on the application form are classified as private. The private data is available only to you and to other persons in the City who, because of work assignments, reasonably require access to the information.

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