

**MEETING MINUTES OF THE ACCOUNTING AND
AUDITING COMMITTEE**

at

DuPage Township Boardroom

241 Canterbury Lane

Monday, February 10, 2020 4:30 P.M.

AGENDA

- I. Call to order
The meeting was called to order at 4:35 p.m.
- II. Pledge of Allegiance
- III. Roll Call for Quorum
Present – Amy Albright, Alyssia Benford, Felix George and Linda Youngs
- IV. Approval of Agenda
Motion by Felix George, Second by Amy Albright. Motion passed
- V. Public Comment
None
- VI. Approval of minutes from January 13, 2020 meeting
Motion by Amy Albright, Second by Felix George. Motion passed.
- VII. Presentation from ProvenIT – Document Management Solutions
Vendor from ProvenIT presented to the group some high level features of ProvenIT. ProvenIT is document management software and Freedom of Information Act (FOIA) software. Vendor will provide the township with recommendations and schedule a demo for our township to review.
- VIII. Fiscal Year 2019 Schedule of Material Weaknesses Action Plan
Report updated – Report included in minutes
- IX. Community Partnerships Report Status

Report updated – Report included in minutes

- X. RFP Discussion and Update
Report updated – Report included in minutes

- XI. 2020-2021 - Budget Calendar Discussion
Felix George will propose dates for budget workshops to the board

- XII. Discussion of Listing of Written Policies Needed
Report updated – Report included in minutes

- XIII. Public Comment
None

- XIV. Adjournment
Motion by Linda Youngs, second by Amy Albright. Meeting adjourned at 5:40 p.m.

Pursuant to the Illinois Township Code, 60 ILCS 1/80-10(b), appropriate notice is hereby given to the Township Clerk for a committee meeting with the above listed Agenda.