

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

**at**

**DuPage Township Boardroom**

**241 Canterbury Lane**

**Tuesday, May 26, 2020 4:00 P.M.**

AGENDA

- I. Call to order  
The meeting was called to order at 4:04 p.m.
- II. Pledge of Allegiance
- III. Roll Call for Quorum  
Present – Amy Albright, Alyssia Benford, Felix George  
Absent – 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 February 10, 2020 meeting  
Motion to table made by Felix George, second by Amy Albright, Motion passed. After item XII was completed, the committee returned to item IV. Motion to approve the minutes. Motion by Amy Albright, Second by Felix George. Motion passed.
- VII. Presentation from ProvenIT – Document Management Solutions  
Terry McQuade and Matt Gross from ProvenIT completed a demonstration for the ProvenIT software. Mary Norwell, legal counsel for the township was present during the presentation.
- VIII. Fiscal Year 2019 Schedule of Material Weaknesses Action Plan  
Report updated – Report included in minutes

IX. Fiscal Year 2020 Financial Audit Update

The township is waiting on the prepare by client list from the Mack and Associates. Mack and Associates is the audit firm for the audit for the fiscal year ending March 31, 2020.

X. Community Partnerships Report Status

Report updated – Report included in minutes

XI. RFP Discussion and Update

Report updated – Report included in minutes

XII. Discussion of Listing of Written Policies Needed

Report updated – Report included in minutes

XIII. Public Comment

None

XIV. Committee Member Comments

Amy Albright – Amy shared comments regarding the ProvenIT software as it pertains to FOIAs. She is the sole person at the township that responds to FOIAs, therefore the levels of approval and functionality of the software may not be needed at this time.

Felix George – No comments

Alyssia Benford – No Comments

XV. Adjournment

Motion by Felix George, second by Alyssia Benford. Meeting adjourned at 5:07 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.