

**WORK GROUP FOR SEATTLE COMMITTEE ON PERFORMANCE AUDITING**  
**Revised Scope of Work and Schedule, May 26, 2020**

<p><b>April 30 Meeting</b></p> <ul style="list-style-type: none"> <li>I. Chair Welcome</li> <li>II. Member Introductions</li> <li>III. Scope of Work</li> <li>IV. Approve Committee Bylaws, including decision making protocol</li> <li>V. Overviews of Office of City Auditor and Office of Inspector General</li> </ul> <p><u>Materials:</u> Resolution, Scope of Work and Schedule, Draft Bylaws, OCA &amp; OIG Presentations</p>	<p><b>May 14 Meeting</b></p> <ul style="list-style-type: none"> <li>I. Chair's Report</li> <li>II. Review Background Report <ul style="list-style-type: none"> <li>a. Summary Presentation</li> <li>b. Questions/Answers</li> </ul> </li> <li>III. Discussion: <ul style="list-style-type: none"> <li>a. Benefits and Challenges of Performance Audits</li> <li>b. Best use of consultants</li> <li>c. Best practices/other models</li> </ul> </li> </ul> <p><u>Materials:</u> Background Report, Meeting Notes</p>	<p><b>June: 1<sup>st</sup> Meeting</b></p> <ul style="list-style-type: none"> <li>I. Chair's Report</li> <li>II. Issue Identification <ul style="list-style-type: none"> <li>a. Draft Areas for Improvement</li> <li>b. Implementation considerations</li> </ul> </li> <li>III. Discussion: <ul style="list-style-type: none"> <li>a. Evaluation criteria and methodology</li> </ul> </li> </ul> <p><u>Materials:</u> Draft Areas for Improvement, Meeting Notes</p>	<p><b>July: 1<sup>st</sup> Meeting</b></p> <ul style="list-style-type: none"> <li>I. Chair's Report</li> <li>II. Review Draft Working Group Report</li> </ul> <p><u>Materials:</u> Draft Working Group Report, Notes from last meeting</p>
<p align="center">(No Second Meeting in April)</p>	<p><b>May 28 Meeting</b></p> <ul style="list-style-type: none"> <li>I. Chair's Report</li> <li>II. Discussion <ul style="list-style-type: none"> <li>a. Best use of consultants</li> <li>b. Best practices/other models</li> <li>c. Areas for improvement</li> </ul> </li> </ul> <p><u>Materials:</u> Meeting Notes</p>	<p><b>June: 2<sup>nd</sup> Meeting</b></p> <ul style="list-style-type: none"> <li>I. Chair's Report</li> <li>II. Issue Identification: <ul style="list-style-type: none"> <li>a. Draft Issue Identification Paper</li> <li>b. Capacity and Resources</li> </ul> </li> <li>III. Prioritization of improvements</li> </ul> <p><u>Materials:</u> Draft Issue ID Paper, Prioritization Tool, Notes from last meeting</p>	<p><b>July: 2<sup>nd</sup> Meeting</b></p> <ul style="list-style-type: none"> <li>I. Chair's Report</li> <li>II. Approve Final Working Group Report (vote)</li> </ul> <p><u>Materials:</u> Final Working Group Report, Meeting Notes</p>