

**MINUTES OF THE AUDIT COMMITTEE MEETING
SCOTTSDALE UNIFIED SCHOOL DISTRICT NO. 48
Mohave District Annex, Conference Room D, 8500 E. Jackrabbit Rd, Scottsdale, AZ 85250
July 26, 2022 at 4:00 PM**

The meeting was called to order at 4:03 PM on July 26, 2022.

Call to Order – Mr. Greenburg, called the meeting to order.

One or more members of the Audit Committee and non-Audit Committee members participated in the meeting in-person, or by telephone, video or internet conferencing

Roll Call -

Audit Committee members in attendance were Jann-Michael Greenburg, Governing Board Member; Dale Belt via Zoom; Danielle Martinage via Zoom; Sara Regan via Zoom; and Jason Klonoski. Dr. Scott A. Menzel, Superintendent; Shannon Crosier, Chief Financial Officer; and Sharron Walker, City of Scottsdale City Auditor were also present. A quorum was present.

Information/Discussion and Possible Action

3. Review and Approve Charter – Action

- No changes/edits to the charter
- The Audit Committee Charter will be brought to the Governing Board to formally adopt and approve at the August 16, 2022 Special Meeting

Mr. Greenburg moved to approve agenda item #3 Review and Approve Charter as presented. Mrs. Martinage seconded the motion. The motion was approved with a vote of 5 – 0.

4. Review Human Resources Audit Proposal - Information

- The Audit Committee members were provided a draft Human Resources Audit Proposal document
- The audit focus will be on the following priority goals of the Human Resources department:
 - Strategic and Operational Planning - to serve as trusted advisor to management, be helpful and accessible to employees, protect organizational risk while allowing management to make quick important decisions, and provide accurate data.
 - Staffing Services - to help assure appropriate workforce levels are met, employees are recruited and selected to create a diverse workforce, the contract workforce is appropriately managed, and the organization is in compliance with employment regulations.
- Other goals:
 - Employee training and development - to ensure employees have the necessary skills, including legal compliance, technical, supervisory, managerial and other.
 - Compensation and benefits - to recruit and retain a talented workforce and comply with applicable regulations.
- The draft IGA Addendum would become part of the original intergovernmental agreement between the City of Scottsdale and Scottsdale Unified School District, additional audit services to be provided:
 - Audit Scope - audit will examine Scottsdale Unified School District's human resources organizational functions, including its strategic and operational planning and staffing services.
 - Billing – Scottsdale Unified School District agrees to pay the City \$66,500 for the audit based on percentage of completion

- The City Auditor estimated that the City will employ approximately 700 hours of auditor time for the audit
- Scottsdale Unified School District has not conducted a Human Resources audit
- Strategic and Operational Planning would look at how the Human Resources department organizes and plans to accomplish the objectives that the District has for the department and any areas that could be improved
- Examine how the employee performance management system is structured and carried out
- Learn other efficient ways to operate
- Identify timelines, processes and onboarding process
- A recommendation was made by all 5 Audit Committee members to take the Human Resources Audit Proposal to the Governing Board on August 2, 2022 – no objections

5. Adjournment

At 4:42 PM, Mr. Greenburg moved to adjourn the Audit Committee meeting. Mr. Klonoski seconded the motion. The motion was approved with a vote of 5 – 0.

Dated this 26th day of July 2022