

**HOUSTON INDEPENDENT SCHOOL DISTRICT
MINUTES OF THE BOARD AUDIT COMMITTEE
November 5, 2018
11:30 A.M.**

MEETING CALLED TO ORDER 11:39 a.m.

PRESENT:

Committee Members	Holly Maria Flynn Vilaseca Anne Sung Sue Deigaard
Staff	Garland Blackwell, Chief Audit Executive John Gerwin, Manager, Construction Audit Liping Huang, Audit Manager Glenn Johnson, Manager, Internal Audit Debbi Fincher, Ethics and Compliance Officer Silvia Trinh, Chief of Staff Catosha Woods, Deputy General Counsel Rene Barajas, Chief Financial Officer Sherrie Robinson, Controller Julia Laureto, Assistant Controller Rebecca Suarez, Chief Communications Officer
Other	Lisa McBride, Thompson Horton Dr. Doris Delaney, Conservator Jacob Carpenter, Houston Chronicle
Weaver & Tidwell LLC	Laura Lambert, CPA (Engagement Partner) Greg A. Peterson, CPA (Audit Senior Manager)

CONSIDERATION AND APPROVAL OF MINUTES FROM PREVIOUS MEETINGS

On motion by Trustee Deigaard and seconded by Trustee Flynn Vilaseca, the minutes for the October 16, 2018 meeting were approved 2-0.

ITEMS DISCUSSED

- **Weaver's End-of-Audit Update – FY 2017–2018 Financial Statements (Comprehensive Annual Financial Report [CAFR] and Single Audit)**
Presented by Laura Lambert, Weaver

Results of Comprehensive Annual Financial Report (CAFR) and Single Audit were presented.

- **Legislative Budget Board Update**

Presented by Silvia Trinh

Additional Items Completed:

- Communications department translated survey to Spanish and Vietnamese; due to translations, survey will remain open until November 9
- Submitted list of all employees (name, title, department)
- Shared info with Parent University regarding LBB survey
- Additional reminder sent last week through email blast; text; and phone call

Incomplete Data Requests

- Staff satisfaction audits – has not been done for a few years
- Board Operating Procedures – does not exist
 - A draft was presented to Policy Committee earlier this year but it was never approved.

LBB provided data regarding participation rates as of 10/26/18

Parents Responses:	2,664
Campus staff	1,345
District Personnel	448
Community members	<u>698</u>
Total Responses	5,155

Trustee Requests:

Provide an update on campus completion reports and update on participation rate after new deadline.

- **Recommendations to update the Audit Committee Charter**

Discussed changes to charter

- **Proposed CY 2019 Audit Plan**

Developed based on conversations with trustees and staff

Garland Blackwell will be sending revised Audit Plan include Dr. Lira’s request to audit 3 charter schools

Ms. Deigaard inquired why we are only doing 3 charter schools. Do we audit financials/budgets from our non-charter schools also? If not, why not. She wants to make sure that all schools (charter and non-charter) are also complying with financial/budgeting policies.

Additional audits proposed by committee

Follow up audit of SPED department
 Expand audit of charters to include all, not just subset of 3

Change audit of IR schools to Achieve 180 schools

- **2018 Accomplishments – Audit Committee**

Will be included in audit report

- **2018 Accomplishments – Office of Internal Audit**

Will be included in audit report

- **Audit Dashboard Update**

Hired Senior IT auditor who starts today. This will be one of their projects to work in conjunction with IT department

THE FOLLOWING TOPICS WERE DEFERRED TO NOVEMBER 12, 2018

- Referral from board member Lira
- Review draft report of Audit Committee activities during 2018
- Updated Audit Committee Charter
- Final Draft of Audit Plan

THE FOLLOWING TOPICS WERE DEFERRED TO DECEMBER 20, 2018

- **Quality Assurance and Improvement Program (QAIP) Moment – Progress of the Effort**

NEXT STEPS

- Next Proposed Meeting: November 12, 2018 6:00 p.m.

Topics:

- RECOMMENDATIONS TO UPDATE AUDIT COMMITTEE CHARTER
- REFERRAL FROM BOARD MEMBER LIRA
- REVIEW DRAFT REPORT OF AUDIT COMMITTEE ACTIVITIES DURING 2018
- REVIEW UPDATED AUDIT COMMITTEE CHARTER
- FINAL DRAFT OF AUDIT PLAN

ADJOURN AT 2:17 P.M.