

# **Board Audit Committee**

## **Meeting Minutes**

August 15, 2016

### **I. Call to order**

Jolanda Jones called to order the Board Audit Committee meeting at 3:02 pm on August 15, 2016.

### **II. Roll call**

Board Members present: Jolanda Jones, Diana Davila and Anna Eastman

#### Other Attendees:

Elneita Hutchins Taylor, General Counsel  
Catosha Woods, Deputy General Counsel  
Arturo Michel, Thompson & Horton  
David Thompson, Thompson & Horton

Richard Patton

Glenn Johnson - Mgr, Internal Audit  
Stephanie Sandifer - Mgr, Internal Audit  
Peter McParlane- Mgr, Investigations  
Victoria Silva – Sr. Construction Auditor  
Dr. Altragracia Guerrero – Asst Superintendent, Multilingual Programs  
Sherrie Robinson - Controller  
Richard Gay – Procurement Officer

Media: Trent Siebert, ABC 13 Eyewitness News

### **III. Consideration and approval of minutes from previous meeting**

On motion by Diana Davila, seconded by Anna Eastman, the motion to approve the May 9, 2016 board audit committee meeting minutes passed unanimously. (3 for, 0 against)

### **IV. Topics & Brief Summary of Discussion**

#### Status Update - KPMG Audit of 2012 Bond Program

Ms. Eastman spoke with Carlos from KPMG. KPMG would like to schedule date to report findings before full board. This was tabled until further discussion.

#### Audit Plan Status Update

The YTD non-IT audit is not complete but could be completed by year end using external systems which is provided for in the contract.

Key Reports Issued Since Last Meeting on May 9, 2016

## Interim Construction Reports – Presented by Victoria Silva

- 1) Discussed review of Construction Contract with Satterfield and Pontikes Construction for Lee High School nka Wisdom HS
- 2) Discussed review of Construction Contract with Cadence McShane for HSPVA
- 3) Discussed review of Construction Contract with Tellepsen Builders for Grady MS nka Tanglewood MS

## Fund Controls &amp; Compliance – Presented by Glenn Johnson

Discussed review of the Funds Controls and Compliance of the Title III, Part A Program

Discussed major control weaknesses

## Procurement Pro-Card – Presented by Glenn Johnson

Discussed review of Pro-Card program audit

Status Update - Board Training Offered by the Institute of Internal Auditors

Total cost is \$6800 for up to 30 participants and up to 8 hours of CPE credits for HISD

Budget Update

This will be forwarded upon completion of final budget for Office of Internal Audit.

Annual E-Rate Audit

Request approval from Board for Deloitte to perform an audit of the E-Rate program.

The last audit was completed on June 30, 2015.

The new period to be audited includes: 07/01/2015 through 06/30/2016

Identify Any Board Member Needs

Discussed logistics of getting Board approval for Alert Line Tips (which includes investigations and new audit projects) which can be formal (Agenda Item) or informal (e-mail). Some of the investigations can be time sensitive. It was decided that Audit will work in conjunction with Legal on proposals on informing the Board.

Discussed distribution of final audit report and investigation reports. Key reports in hard copy with a note via e-mail

Discussed sensitive investigations where details cannot be discussed but Board needs to be informed of situation.

**V. Adjournment**

Jolanda Jones adjourned the meeting at 4:29 pm.