

# **Board Audit Committee Meeting Minutes**

May 9, 2016

## **I. Call to order**

Jolanda Jones called to order the Board Audit Committee meeting at 1:04pm on May 9, 2016.

## **II. Roll call**

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

Other Attendees:

Philip Fraissinet, Thompson Horton  
John Gerwin- Mgr, Construction Audit  
Debbi Fincher- Ethics and Compliance Officer  
Glenn Johnson - Mgr, Internal Audit  
Stephanie Sandifer - Mgr, Internal Audit  
Peter McParlane- Mgr, Investigations

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

On motion by Anna Eastman, seconded by Diana Davila, the motion to approve the April 7, 2016 board audit committee meeting minutes passed unanimously. (3 for, 0 against)

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

- Department's organization and management team
  - Distributed the organization chart for discussion
- Status of CAE position
- Review of Office of Internal Audit governing documents
  - Distributed electronically prior to meeting and discussed the following policies: BAA Local, BDB Local, BDB Exhibit, Audit Committee Charter, and the Internal Audit Activity Charter
- Compliance with international auditing standards
  - Audits conducted in accordance with Institute of Internal Auditors (IIA) standards
  - Distributed and discussed the results of the recent external quality assurance assessment from the IIA
  - Discussed IIA training opportunity for Audit Committee members
- Review and approval of 2016 risk assessments and audit plans
  - Both risk assessments and related audit plans were distributed and discussed

- Ethics and Compliance Status Update
  - The vision, mission, description, and goals of the Office of Ethics & Compliance were distributed and discussed
  - E-Rate training is now available on-line and an effort is underway to provide ethics training to all employees
- AlertLine Stats and General Update
  - Provided comparison stats covering 2014 and 2015
  - Provided a high level summary of open allegations
- Status update: Key reports issued (see below)
- Administrative update
  - Provided a link to the department's new website
- Identify Audit Committee needs
  - Discussed any preferences of the committee

**V. Closed Session      1:13 p.m.**

**VI. Reconvened to Open Session 1:34 pm**

*On motion by Diana Davila, seconded by Anna Eastman, the motion to recommend Deborah Fincher as interim internal auditor passed unanimously. (3-0)*

*On motion by Anna Eastman, seconded by Diana Davila, the motion to approve the 2016 IT Audit Risk Assessment and Audit Plan passed unanimously. (3-0)*

*On motion by Anna Eastman, seconded by Diana Davila, the motion to approve the 2016 Non-IT Audit Risk Assessment and Audit Plan passed unanimously. (3-0)*

**Audit Reports Discussed:**

- Deloitte E-Rate Audit Report
- Universal Service Administrative Company (USAC) E-Rate Audit Report
- Campus Activity Funds at McReynolds Middle School
- Lee High School Activity Fund Report
- Investigation of Improper Student Promotions – Fonville MS
- Review of Construction Contract with Division One Construction LLC for Delmar Fieldhouse
- Review of Construction Contract with Division One Construction LLC for Condit ES
- Review of Construction Contract with KBR Building Group LLC for Furr HS
- Status of the Audits of the Ongoing Construction Projects

**VII. Adjournment**

Jolanda Jones adjourned the meeting at 2:48pm.