

Houston Independent School District
Board Audit Committee
Meeting Minutes: March 9, 2015
2:20 p.m.

Meeting Called to Order by: Ms. Juliet Stipeche

Present: *Committee members:* Ms. Juliet Stipeche, Ms. Anna Eastman, Mr. Manuel Rodriguez
Audit Staff: Mr. Richard Patton
Other Staff: Ken Huewitt

Proceedings:

JOB ORDER CONTRACTS (JOC) FINAL AUDIT REPORT AND MANAGEMENT RESPONSES

Entered closed session at 2:25 p.m. Open session at 2:35 p.m.

There was lengthy discussion regarding the purpose of the JOCs and how the JOCs are bid and reported. Mr. Patton talked about the process of auditing a Competitive Sealed Proposal (CSP) in which he first focuses on the design of the solicitation to make sure that it is in accordance with state law and that it ties in to board policy. Then he looks at the design in the Request for Proposal (RFP) to see if there are any issues. Depending on the result he might recommend a re-bid. Because of the lack of documentation about requirements from the CSP, which are insurance (in some cases), bonding (score but no explanation) and references (how did they get there), there are inconsistencies.

CLOSED SESSION

3:22 p.m.

OPEN SESSION

3:54 p.m.

INTERNAL AUDIT ROLES AND RESPONSIBILITIES REGARDING HISD PROPERTY TAX APPEALS

Because of the lack of staff to make the HISD property tax appeals, Mr. Patton recommended the use of an outside firm that has specialists and works on a contingency basis. Ms. Stipeche asked if there is an option to hire an in-house person to work under legal services on taxes and tax protests. Mr. Rodriguez requested that Mr. Patton come back to the audit committee with a recommendation for this at the next audit committee meeting.

Meeting Adjourned 4:05 p.m.