January 17, 2019

Call to Order
- Chair Agruso called the meeting to order at 3:01 p.m.

Audio Recording
- Chair Agruso announced the meeting was being audio recorded.

Notes: No Public Comment

Carr, Riggs & Ingram, LLC

Draft Audit Report on Review of the Process and Documentation of Home School Students
Notes: Mr. Shinn noted that the School Board had requested that the Internal Auditor conduct a special audit on the process and documentation of home school transfers. Mr. Shinn and Ms. Gina Yorke reviewed the draft report of the review which included findings and recommendations.

The Committee asked questions and held discussion throughout the report. Superintendent Saunders provided additional information regarding the information in the report.

Mr. Shinn noted the report contained six recommendations. The Audit Committee asked the District to develop an action plan outlining how those recommendations would be addressed and to present that plan at the Committee’s March meeting.

Superintendent Saunders responded to the Committee’s request.

The Committee also asked CRI to conduct a follow-up audit to determine if the district is monitoring the receipt of required annual documentation that confirms parents/students are continuing with home schooling, as well as confirming the age of students who sign for themselves.

Mr. Shinn and Ms. Yorke left the meeting at 4:17.
### Internal Auditing Services

**Request for Qualifications (RFQ)**

**Notes:** Dr. Agruso provided the following documents to facilitate with discussion of the revised draft of the Request for Qualifications (RFQ) and the discussion about in-house Internal Auditing:

- One-way communication from Mr. Blitzko with his recommended edits to the RFQ
- Discussion About In-house Internal Auditing provided by Dr. Agruso

The Committee discussed the suggestions submitted by Mr. Blitzko and made changes to the revised draft of the Request for Qualifications (RFQ).

Board Chair Miner and Superintendent Saunders left the meeting at 4:27 PM.

**Vote:** The Committee's recommendation that the District go ahead with issuing the RFQ including the changes discussed was made by Mr. Portale and seconded by Mr. Kimsey. The motion passed 4-0.

### In-house Internal Auditor

**Notes:** Based on the discussion held during the January 9, 2019 Audit Committee Meeting, Dr. Agruso presented the following two models for the Committee to review regarding In-house Internal Auditing:

- A Director of Internal Audit who would report to the School Board. This individual would develop an in-house internal audit plan in coordination with the Audit Committee and external Internal Auditor and the Director's work would be overseen by the Audit Committee. Staff members (one or two at the outset) whose sole responsibility is internal audit would report to this Director.
- Staff members (one or two at the outset) would report directly to the Board. The Audit Committee and external Internal Auditor would develop the audit plan and the Audit Committee would oversee their work.

The Committee held discussion regarding the two models.

Following discussion, Dr. Agruso stated that at this point in time the Committee suggests that only limited audit work be moved in-house and that an external internal audit firm be contracted with to continue with most of the current audit functions.

Mr. Kimsey recommended the RFP goes out as it is with the notation that some things would be brought in-house. He went on to recommend that the director in internal audit be hired first and they begin the coordination of assuming the responsibility of bringing the risk analysis in-house.

The Committee continued with discussion.

### Comments from Committee Members and Staff

**Notes:** Ms. Foreman shared she felt the School Board should be made aware of a possible conflict of interest because of School Board member Dr. Scott Hopes announcing his interest in the leadership position at the University of South Florida (USF) where Mr. Shinn of CRI is a member of the Board of Trustees and on the search team.

### Adjournment

Chair Agruso adjourned the meeting at 4:59 p.m.

Chairman, Committee

Note Taker, Committee

2/27/2019