

**Orange County Public Schools
Audit Advisory Committee
Minutes of Meeting April 9, 2013**

The meeting was called to order at 9:04 a.m. by Charlie Puckett. Committee member Rick Whitefoot was present and Scott Funston participated by telephone. Committee Chairman Jim Ingersoll and member Brian Paradis were absent. Also present was Linda Lindsey, Senior Director, Internal Audit.

Approval of Minutes

Minutes of the meetings of January 29, 2013 and March 21, 2013 were approved.

Entity-Wide Risk Assessment Process

Ms. Lindsey reviewed the process proposed for this year's risk assessment and the forms to be used to accomplish the process. The committee had questions and discussed the process and its use in developing the annual audit plan. The committee concurred with the process and recommended Ms. Lindsey initiate it.

CAE Report

Ms. Lindsey updated the committee on the following matters:

- The intrusion detection contracts have been completed by Procurement and are in place, but the process has stalled because Cirene Powell has left the district for another position. She was the point person in ICTS for this effort. Ms. Lindsey has been informed by Tom McNabb that they are interviewing for a replacement for Ms. Powell. Once a person is hired, this project will be a priority for him/her. Further updates will be provided at future meetings.
- The IT Auditor position was posted twice by OCPS HR and is also posted with three outside organizations (FGFOA, FSFOA and ALGA). To date the response has been inadequate in quantity and in quality. Ms. Lindsey is working with HR to see what can be done to find more and better candidates. Mr. Whitefoot indicated that he is also seeking an IT auditor for Darden Restaurants and is having difficulties as well. He suggested Ms. Lindsey look into ISACA or on LinkedIn. Mr. Puckett and Mr. Funston suggested Ms. Lindsey look into a posting with the FICPA or the AICPA. Ms. Lindsey thanked the members for these suggestions and indicated that she will investigate them. The retiring staff member leaves at the end of the month. Ms. Lindsey will keep the committee informed as the process moves forward.

- Ms. Lindsey informed the committee members that she will be preparing her annual report soon and asked if they would like additional or different information than what has been presented in the past. The committee members requested that she send them information about different performance measures or other information that might be provided so they could start thinking about this and they will discuss it at the next committee meeting. Ms. Lindsey said she would send information in the next few days.

Senior Director Performance Evaluation

Ms. Lindsey gave the evaluation form to Mr. Puckett for the committee's use. At this point, Ms. Lindsey left the meeting and the committee discussed her performance. The evaluation form was completed based on the committee's discussion and the meeting was adjourned (exact time not known).

Mr. Puckett later met with Ms. Lindsey to review the evaluation and obtain signatures. Ms. Lindsey will ensure that Mr. Rodriguez also signs it and it gets turned in to HR. Mr. Puckett took a copy of the form with him after the meeting.

The next committee meeting is scheduled for June 4 at 9:00 a.m. Agenda items anticipated include a review of the risk assessment results and the proposed annual audit plan as well as the content of the annual report of internal audit activity.