

**Orange County Public Schools
Audit Advisory Committee
Minutes of Meeting June 4, 2015**

The meeting was called to order at 8:07 a.m. Committee members Jim Ingersoll and Debi Roth were present with Charlie Puckett and Scott Funston participating by telephone. Ex-officio members Bill Sublette and Woody Rodriguez joined the meeting at approximately 8:11 a.m. Committee member Rick Whitefoot was absent. Also present was Linda Lindsey, Senior Director, Internal Audit.

Approval of Minutes

Minutes of the meeting of March 31, 2015 were approved as submitted.

Review of Audit Advisory Committee Charter

This topic was continued from the prior meeting. A revised draft has been prepared with conflict-of-interest language inserted by the Legal Department. After a discussion the revised charter was approved unanimously.

Entity-wide Risk Assessment

Ms. Lindsey explained that the risk assessment summary included in the agenda was preliminary and would change as the district continues through its strategic planning process. She will be meeting with the various chiefs in the coming week to work on the revisions.

A discussion ensued. School Board Chairman Sublette spoke of the need for Board members to be briefed on the final version of the risk assessment. Committee members offered comments on the current process and suggestions for next year. Chairman Ingersoll asked about IT penetration testing and requested an update about this at the next meeting.

The Committee asked about the carryover projects on the audit plan and requested that Ms. Lindsey perform a benchmark study against other large school districts in Florida to find out how the staff size and structure of our internal audit department compares. She was asked to use the information obtained to make recommendations regarding her department's staff and technology resources at the next committee meeting.

The proposed audit plan was approved unanimously and the committee requested further discussion and an update on the risk assessment at its next meeting.

Follow-up Activities Reports

Committee members asked questions about the reports and requested revisions to the listing of findings more than 1 year old for the next meeting.

Goals for CAE

The Committee discussed proposed goals for the CAE for the coming year. The following goals were agreed:

1. Pursue acquisition of audit management software as feasible
2. Increase visibility of the internal audit function within OCPS
3. Conduct a post-risk assessment review of the process with executive management
4. Reduce audit findings that are outstanding for more than 1 year to zero

Internal Audit Department Charter

The committee was asked to review revisions recommended by Debi Roth and included on a draft in the agenda. With a minor change, the revised charter was approved. Ms. Lindsey was asked to add a revision history to the bottom of the charter document.

Mr. Sublette left the meeting at 9:20 a.m.

CAE Report

Ms. Lindsey asked if there were any questions about the audit activity status report sent out with the agendas. In response, she explained what “cradle to grave” meant in the report. It refers to auditing a construction project from the initial time that a need is identified through the planning and design, construction and close-out processes.

Ms. Lindsey reported that the department has just started a periodic self-assessment as part of its quality assurance and improvement program. It should be complete in a few weeks and she will report the results at the next committee meeting.

The committee was reminded that OCPS goes on 4, 10-hour day work weeks in the summer months. The first Friday that offices will be closed is June 19 and the last one is August 7.

The meeting was adjourned at approximately 9:34 a.m.

The next meeting will be August 25, 2015 at 8:00 a.m.