

**Orange County Public Schools  
Audit Advisory Committee  
Minutes of Meeting March 31, 2015**

The meeting was called to order at 8:05 a.m. Committee members Jim Ingersoll, Charlie Puckett and Debi Roth were present with Scott Funston participating by telephone (called in at 8:45). Ex-officio member Bill Sublette was also present. Committee member Rick Whitefoot was absent. Also present was Linda Lindsey, Senior Director, Internal Audit.

**Approval of Minutes**

Minutes of the meeting of January 20, 2015 were approved as submitted.

**Discussion of External Audit RFP Process**

Ms. Lindsey presented the timeline for the process and discussed the committee's role. She reminded them that there is a "cone of silence" during the process and committee members should not discuss the RFP with each other or anyone else, referring any questions to the Procurement Department. Ms. Lindsey will see that committee members get copies of the proposals approximately a week in advance of their evaluation meeting which is on May 5. Committee members Charlie Puckett and Scott Funston requested electronic copies, all other will be paper.

**Entity-wide Risk Assessment Process – Progress Update**

Ms. Lindsey provided a review of the risk assessment process and its integration with the strategic planning process underway concurrently. She reviewed the timeline and process flow and showed the committee members the "toolkit" that has been provided to OCPS leadership for completion of the risk assessments. Discussion ensued about the importance of participation by all departments, timing, and role of the School Board.

**Review of Committee Charter**

At the committee's request, Ms. Lindsey has prepared revisions to the current committee charter to address suggestion by Ms. Roth based on a model charter from the IIA. As part of this process Ms. Lindsey has also prepared recommended revisions to her department's charter.

Discussion ensued about the conflict of interest provisions. The committee would like a clear definition of that term in the charter along with an annual written confirmation by all members of their compliance with it. Ms. Lindsey will get with Mr. Rodriguez to prepare

appropriate language for the charter. This will be on the next meeting agenda for further discussion.

Mr. Sublette left the meeting at this time.

### **CAE Report**

Ms. Lindsey asked if there were any questions about the audit activity status report sent out with the agendas. There were none.

She then asked about the charts of follow-up activities related to audit findings. The committee expressed appreciation for the charts and asked that the next one provide a break-out of the findings that are more than 1 year old by finding type (low, significant, high, etc.). They also requested that she provide a list of the findings that are more than 1 year old to include the audit name, finding description and name of OCPS department contact. Ms. Lindsey indicated that she will include the requested information in the next report.

There was discussion about how to address findings that are more than one year old. This topic will be addressed again at the next meeting under the CAE report.

### **CAE Annual Performance Evaluation**

Ms. Lindsey was excused from the meeting for this item. Later, Mr. Ingersoll met with her to discuss and sign the evaluation form.

The meeting was adjourned at approximately 9:55 a.m.

The next regular committee meeting will be June 2, 2015 at 8:00 a.m.

Agenda items for that meeting will include a further discussion of the committee's charter, review of the results of the entity-wide risk assessment process and the proposed audit plan for next year and goal setting for the Senior Director of Internal Audit.

The committee will meet as the proposal evaluation committee for the external audit services RFP on May 5, 2015. Exact time and location TBA