

**Orange County Public Schools
Audit Advisory Committee
Minutes of Meeting April 8, 2014**

The meeting was called to order at 9:02 a.m. by Chairman Jim Ingersoll. Committee members Rick Whitefoot and Charlie Puckett were present. Committee member Scott Funston was absent. Also present were Linda Lindsey, Senior Director, Internal Audit and IT Auditor Francis Amanquah.

Approval of Minutes

Minutes of the meeting of January 28, 2014 were approved as submitted.

Introduction of Debi Roth

Mr. Ingersoll introduced Debi Roth to the committee. Ms. Roth is one of two candidates for the vacant committee slot interviewed by him and Ms. Lindsey. Both individuals are highly qualified for the position and it was difficult to decide which one to recommend. However, the committee recommended that Ms. Roth be appointed to fill Mr. Paradis' position on the committee and the remainder of his current term

Discussion of Entity-wide Risk Assessment Process and Methodology

Ms. Lindsey referred the committee members to information sent in their agenda materials concerning the entity-wide risk assessment process. She explained that most of the organization will be using the same process as in recent years. However the ICTS department will be asked to develop a more robust risk assessment this year using a different set of assessment tools. She asked Francis Amanquah to present those tools to the committee.

Mr. Amanquah presented an overview of a proposed risk assessment methodology for ICTS and, ultimately, other OCPS departments. The working title is the Convergence Risk Assessment Model (CRAM). Mr. Amanquah also reviewed the risk assessment tool kit to be used for the ICTS risk assessment. The proposed methodology and tool kit have been presented to the CIO and some of his department heads as well as to the COO. The CIO and his staff responded favorably to the proposed risk assessment approach. The COO expressed a concern that it looked like it would take a lot of effort to implement. Ms. Lindsey and Mr. Amanquah indicated that, while it would definitely take more effort than the method previously used, it was pretty straight-forward and should be do-able by the ICTS team. Ms. Lindsey will circle back with the CIO and the COO to determine implementation strategies.

Members of the committee asked questions and offered comments on the proposed risk assessment process. The committee approved the processes for use in this year's entity-wide risk assessment.

CAE Report

Ms. Lindsey updated the committee on the following matters:

- Mr. Ingersoll will be making a presentation to the School Board in May about the Audit Committee's review last year of the district's charter school monitoring processes.
- The IT department will be conducting a formal review of the status of IT-related findings and recommendations from recently completed audits and from the attack & penetration tests performed 3 years ago. This review will be conducted in July and a report will be issued during the summer. The committee asked for a matrix documenting the status of these matters be presented at future meetings.
- The first penetration testing related to PII (personally identifiable information) is scheduled for the week of May 4. The consultant will scan 3 days of data in motion and will also scan SharePoint for PII.

At 10:30 Ms. Lindsey left the room so the committee could discuss her performance evaluation. At 10:45, Mr. Ingersoll came to her office and presented the performance evaluation results which were signed and submitted to the district office where they are filed.

The next meeting will be June 5 at 9:00 a.m. **Note that this is a Thursday.**

Among the agenda items to be discussed will be the results of the entity-wide risk assessment process and the proposed audit plan for the next fiscal year.