

**Orange County Public Schools
Audit Advisory Committee
Minutes of Meeting November 16, 2021**

Chair Roth called the meeting to order at 7:58 a.m. Committee Chair Debi Roth and members Tammy Campbell and Scott Funston were present with School Board Internal Auditor Linda Lindsey. Member Dan Williams attended by WebEx. Kay Redlich was unable to attend. Also in attendance was General Counsel Amy Envall and Brian Paulsen of Walt Disney.

Approval of Minutes

Minutes of the meeting of August 24, 2021 were approved.

Introduction of Brian Paulsen

Ms. Lindsey noted that Scott Funston will be going off the committee after December 31 due to term limits. Mr. Paulsen, of Walt Disney, is being proposed to fill the slot. Ms. Lindsey asked Mr. Paulsen to tell the committee about himself and he did so. Members of the committee welcomed Mr. Paulsen to the meeting.

Motion was made and seconded that Mr. Paulsen be recommended to the School Board for appointment to the Audit Advisory Committee as of January 1, 2022 for a three-year term. Motion passed unanimously.

Review Audit Committee Charter

Ms. Lindsey indicated that staff has no recommended revisions to this charter. The committee discussed the charter and concurred that no revisions are proposed at this time.

Review Internal Audit Department Charter

Ms. Lindsey indicated that staff has no recommended revisions to this charter. The committee discussed the charter and concurred that no revisions are proposed at this time.

Recommendation to Exercise the Second 1-Year Extension for Construction Audit Services with CRI

In April, CRI will be completing the first 1-year extension of the current contract. One more 1-year contract extension is available. Staff has analyzed the work performed and recommends the Audit Committee approve exercising the second 1-year extension. Fees paid in the prior year were recovered many times over by repayments from

contractors as a result of this work. Fees are fixed in the base contract and there will be no fee adjustment during the extension period. After this renewal the contract will be competed.

The committee approved exercising the second 1-year contract extension with CRI for construction audit services.

Discuss Annual Report to School Board

This year's annual report to the School Board is tentatively planned for January 25 at 5:30. Chair Roth is scheduled to attend and present. Other committee members are encouraged to attend or watch live on the School Board YouTube if their schedules permit.

Slides from last year's report were sent in the Committee's agenda materials. Committee members noted that they like the form and content and want to continue with it. The Committee reviewed and discussed the slides and requested certain updates. Ms. Lindsey indicated that she will update the slides and send them to the Committee for a final review.

Election of Committee Chair for 2022

Debi Roth offered to serve again if no other members were interested. The other members heartily endorsed this idea and Ms. Roth was elected as Chair for 2022.

Review Agenda Calendar for 2022

The Committee reviewed the proposed meeting schedule and noted that all dates looked good at this point. Mr. Williams commented that he may not be available for the June meeting.

CAE Report

External Peer Review

The external peer review team is on site, having arrived yesterday morning. They will be meeting with Chair Roth after the Audit Committee meeting ends this morning. Ms. Lindsey will inform the Committee of the results of the peer review at the end of the week.

Status of Filling Vacant Auditor Position

Ms. Lindsey reported that the position has been posted three times without success. We are considering whether to advertise for the less-experienced position instead of the experienced (senior) auditor position that is now vacant. At any rate, we will wait until

after the holidays to post again since we have learned it is hard to fill positions at this time of the year.

Ms. Lindsey stated that completion of the annual audit plan will not be possible due to so many months with a vacancy. She will prioritize work by risk in order to complete as much as possible with the reduced staff.

State of the Schools' Address

Ms. Lindsey reported that the Audit Advisory Committee, along with other volunteer committees received acknowledgement and appreciation in comments made by the School Board Chair at the State of the Schools' Address last Friday.

Audit Status Report and Follow-up Status Reports:

Ms. Lindsey briefly reviewed the two reports and addressed a few questions and comments.

This part of the meeting concluded at 8:50 a.m.

Audit Committee Annual Self-Assessment

At this time Linda Lindsey and Amy Envall left the meeting and the committee remained to conduct its annual self-assessment. Later that morning, Chair Roth reported to Ms. Lindsey that the committee's ratings were either "strong" or "very strong" in all categories and provided a copy of the completed assessment for the records. In discussion they indicated that the committee is effective and fulfilling its purpose.

The committee completed its self-assessment and closed the meeting at approximately 9:05 a.m.

The next regular meeting will be January 25, 2022 at 8:00 a.m.