

**AUDIT COMMITTEE
ESCAMBIA COUNTY SCHOOL BOARD
VERNON MCDANIEL BUILDING – 75 N. PACE BLVD - PENSACOLA, FLORIDA
HR CONFERENCE ROOM, 1st FLOOR**

APRIL 12, 2024 – 12:00 PM

Meeting was advertised on April 1, 2024

I. CALL TO ORDER

Mr. Wilson, Audit Committee Chair, called the meeting of the Audit Committee to order at 12:01 p.m. In the Human Resource Conference Room, 75 N. Pace Blvd., 1st Floor, Pensacola, FL 32505. Those present were:

Tod Wilson
Dr. Chula King
Allison Jones
David Bryant, Director
Jeanne Pilgrim, Audit Administration Specialist

Jeanne Pilgrim recorded the minutes.

II. ADOPTION OF AGENDA

A motion was made by Dr. King and seconded by Ms. Jones to adopt the agenda as presented. There was no further discussion. The motion passed unanimously.

III. PUBLIC INPUT

Rob Bennett was in attendance and spoke on a number of topics.

IV. APPROVAL OF MEETING MINUTES

A motion was made by Ms. Jones and seconded by Dr. King to adopt the January 26, 2024 minutes, the December 1, 2023 amended minutes, the May 3, 2023 minutes, and February 7, 2023 amended minutes. Mr. Bryant discussed the reasons for the necessary amendments and reapproval of older minutes. There was no further discussion. The motion passed unanimously.

V. ITEMS FROM INTERNAL AUDITING

A. Items for Approval

1. 2024-2025 Department Budget

Mr. Bryant presented the proposed budget for the upcoming year. He discussed the individual line items of the budget. and stated that it is based on last year's budget as the district projection has not yet been provided. A motion was made by Dr. King and seconded by Ms. Jones to adopt the budget as presented. There was discussion regarding the budgeted amount to hire a service to conduct the Quality Assurance Review (QAR). The motion passed unanimously.

2. 2024-2025 Internal Auditing Staff Contract Recommendations

Mr. Bryant provided a memorandum and background information to the Committee members regarding staff recommendations for the upcoming school year. The Committee

members thanked Mr. Bryant for the detailed information provided with the recommendations. A motion was made by Ms. Jones and seconded by Dr. King to accept the recommendations as presented. The motion passed unanimously.

B. Items for Discussion

1. FEMA – Hurricane Sally

Mr. Bryant reported the difficulty being experienced working with FEMA on the debris removal claim of over \$1,000,000. He stated that the district is currently working on a request for information from FEMA. Mr. Bryant also stated that the School Board has met and voted for approval to enter arbitration with FEMA on this claim if it becomes necessary.

2. Website Updates

Mr. Bryant discussed the ongoing updates to the department's website and its links to documents. He reported that when the district changed website hosting providers, all departmental and school websites were recreated by the provider, and many documents were not linked correctly. He reported that he has made the necessary corrections and continues to upload documents as they become available.

3. Hotline Review

Mr. Bryant discussed the district's process of reviewing complaints submitted through the anonymous hotline. He stated that in the near future the department will conduct its scheduled review of the hotline.

4. 2023-2024 School Internal Accounts Audits

Mr. Bryant informed the committee that there are currently 23 schools on the list to be audited in the upcoming season, and he expected that number to increase based on staff retirements, moves, etc. The department is currently in the planning phase of the audits.

VI. COMMITTEE DISCUSSION ITEMS

A. Audit Committee Charter Changes

Mr. Bryant reviewed the process for making changes to the Charter. He has put forward language to the School Board and the Superintendent regarding the continuity of the Superintendent's appointee to the Audit Committee. He also stated that the School Board is currently working with an outside provider, Neola, to update/replace all current School Board policy language. This process is being undertaken by the district to help ensure policies are more consistent with other School Boards in the State of Florida and to remove procedural language which has been incorporated into the policies over the year.

B. Meeting Scheduling and Advertisement

Mr. Bryant discussed having set dates for upcoming meetings versus flexible meeting dates. He stated that it would be ideal if committee meeting were on a set day each quarter or time of year, however, much of the business conducted by the Committee is dictated by the actions and timelines of the district, office work deadlines, project completions, etc. Committee members stated that they enjoyed the flexibility of schedules, as the members are volunteers who have full time jobs that require flexibility. Mr. Wilson stated that the Committee has heard the concerns of the public, however, it was the consensus of those in attendance that the Committee should continue to be flexible in scheduling meetings and that due notice of the meetings will be advertised to the public.

C. Documentation of Processes (From Quality Review)

1. Annual Committee Charter Consideration
2. Annual Department Charter Consideration
3. Departmental Mission and Independence Consideration

Mr. Bryant discussed each of the topics and the necessary changes. He recommended that the Committee meet again in June to review changes for consideration to the Charter for both the Committee and the Department, and review the department's mission and independence.

D. Documentation of Processes (Other)

1. Annual Election of Chair and Vice-Chair

Mr. Bryant discussed the elections of a chair and vice-chair of the Committee. He indicated that the Charter states the Committee should have a Vice Chair. The Committee previously determined there was little need for a vice-chair and that meetings would only be scheduled when the chair was available. The Committee agreed moving forward it would annually elect a chair and vice chair, and the results of those elections would be documented in the minutes.

2. Committee Member Appointments

a) Processes for Various Appointments

Mr. Bryant discussed the suggestion from a member of the public that all appointees be appointed via the same process. He reported that the School Board establishes the policies for the committees throughout the district and that those committees traditionally decide the procedures by which those policies are carried out. He stated that each organization that appoints a member to the Committee may have a process their organization follows for making appointments to outside organizations, and that any procedure dictated by the School Board may inconsistent with their processes. The Committee members agreed that appointments would continue to be made as they currently are.

b) Selection Process for At-Large Member

Mr. Bryant discussed the history of the at-large member of the Committee. He indicated that in the past the Charter included language that the person was chosen by the Director of the Internal Auditing Department and automatically served as Chair. He suggested that the language regarding the at-large member being selected the Director of Internal Auditing be re-inserted into the Charter. He did not recommend that the at-large member would automatically be the Committee chair, but instead the chair and vice-chair be elected by the Committee each year from all its members. He indicated that he would add the language to the Charter to be approved by the Committee and recommended to the School Board, along with the previously recommended changes.

VII. COMMITTEE ACTION ITEMS

A. Election of Chair

Ms. Jones made a motion to elect Tod Wilson to continue to serve as chair for the 2023-2024 fiscal year. Dr. King seconded the motion. Mr. Wilson accepted the nomination and the motion passed unanimously.

B. Election of Vice-Chair

Mr. Wilson made a motion to nominate Allison Jones to the position of vice-chair for the 2023-2024 fiscal year. Dr. King seconded the motion. The role of the vice-chair was discussed. Ms. Jones accepted the nomination and the motion passed unanimously.

C. Director of Internal Auditing Evaluation

Mr. Wilson reported on the process of the performance evaluation and the people chosen to interview. He stated that the feedback was positive and it is generally felt that the Internal Auditing Department was seen as an asset and a tool used as training throughout the district. He reported that district staff felt that Mr. Bryant sometimes has to make difficult decisions but that he is always professional in his approach. Committee members concurred with these statements and provided additional feedback on Mr. Bryant's performance.

D. 2024-2025 Director of Internal Auditing Contract Recommendation

Dr. King made a motion to renew Mr. Bryant's contract. Dr. King seconded the motion. The motion passed unanimously. Mr. Bryant indicated that he would provide the Committee's staffing recommendations to the appropriate district staff for consideration by the School Board.

VIII. ANNOUNCEMENTS

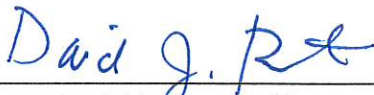
Dr. King reported that the University of West Florida will soon be offering an Internal Audit tract. She stated that it should be helpful to the department in hiring interns.

IX. NEXT MEETING DATES – June 21, 2024 (tentative)

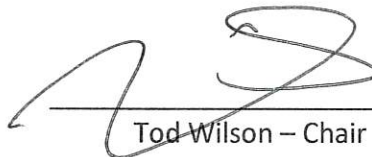
Ms. Jones reported that she will be out of town on that date.

X. ADJOURNMENT

The meeting was adjourned at 1:08 p.m.



David J. Bryant – Director



Tod Wilson – Chair

6-21-24

Date