

**Tucson Unified School District No. 1
Governing Board Audit Committee Meeting
Board Conference Room, Morrow Education Center
1010 East Tenth Street
Tucson, Arizona 85719**

**June 22, 2018
2:00 p.m.**

MINUTES

Committee Members Present:

Jimmy Lovelace, Chair
Darin Guthrie, Vice-Chair
Charles Kill *[arr @ 2:07 p.m.]*
Bernie Wiegandt

Committee Members Not Present:

Rachel Wall

Others Present:

Kevin Startt, Director, Purchasing
Renee Weatherless, Executive Director, Financial Services
Robert S. Ross, Jr., General Counsel
Michele C. Gutierrez, Senior Staff Assistant I to the Governing Board

ITEM

ACTION

CALL TO ORDER – 2:05 p.m.

Audit Committee attendance was established via self-introductions.

CALL TO THE AUDIENCE

Audit Committee Chair, Jimmy Lovelace read the protocol for CTA.
Persons who spoke at Call to the Audience were: Carol Carbelleira
and Dolores de Vera re: ESI Contract for Substitutes.

No action required.

Audit Committee Chair Jimmy Lovelace asked if committee members wanted to respond to Call to the Audience.

Jimmy Lovelace stated the committee was looking into more information regarding ESI. Charles Kill commented. Rob Ross provided legal advice.

ACTION ITEMS

1. April 27, 2018 Minutes Darin Guthrie moved;
Bernie Wiegandt
seconded. Approved
4-0 in a voice vote.

2. May 18, 2018 Minutes Not addressed.
Unavailable at this time.

Jimmy Lovelace moved to address Study/Action Item #5 after Item #1.
Moved: Jimmy Lovelace; Seconded: Darin Guthrie. Approved
Unanimously in a voice vote 4-0.

STUDY/ACTION ITEMS

5. ESI Contract Update RE: Procurement No action required.
 - Kevin Startt

Kevin Startt informed the committee that at the June 12, 2108 Regular Board meeting, there was some information provided to propose using the Mohave contracts. There are two components; the substitutes and the post retirement of employees. Kevin Startt and Renee Weatherless presented information and responded to committee members' inquiries. Kevin Startt will email the committee the Mohave Contracts information.

Persons commenting/asking questions were Jimmy Lovelace, Chuck Kill, Darin Guthrie and Bernie Wiegandt. Rob Ross provided legal advice.

3. Resignation of Internal Auditor No action required.
 - Jimmy Lovelace

Jimmy Lovelace communicated to the committee that the Internal Auditor had resigned.

Persons commenting/asking questions were Chuck Kill, Darin Guthrie and Bernie Wiegandt. Rob Ross and Renee Weatherless responded to the committee's inquiries.

4. Annual Report to the Governing Board

Darin Guthrie moved;
Bernie Wiegandt
seconded. Approved
4-0 in a voice vote.

Jimmy Lovelace communicated with the committee that the annual report to the Governing Board was due and would request to present his report at the July 24, 2018 Special Board Meeting. He went over his rough draft of the report and asked for any input. Since no Audit Committee meeting is scheduled for the month of July, Darin Guthrie moved to authorize Audit Committee Chair Jimmy Lovelace to prepare and submit the annual report to the Governing Board. Seconded: Bernie Wiegandt. Approved Unanimously in a voice vote 4-0.

Persons commenting/asking questions were Chuck Kill and Darin Guthrie. Rob Ross commented.

6. Summary Report of Internal Audit Projects

No action required.

- Jimmy Lovelace

Jimmy Lovelace went over the pending projects that the Internal Auditor was working on and commented that the Internal Auditor was farther along into his work. Renee Weatherless informed the committee that some of the pending projects had a July 15th deadline to complete the project. Some of those departments had already submitted their reports. She added that the Internal Auditor had worked with the webmaster to create a website. The committee requested that website link be emailed to them.

Persons commenting/asking questions were Darin Guthrie and Bernie Wiegandt. Rob Ross provided legal advice and commented.

7. FY18 Expenditure Update

No action required.

8. Up-to-Date Budget to Actual by Function

9. Cash Balance Reports

- Renee Weatherless

Renee Weatherless announced that there was nothing new to report.

Jimmy Lovelace commented.

10. Standing Item: Complaints Received via Various Avenues

No action required.

- Rob Ross

Rob Ross informed the committee that one complaint had been received but it did not pertain to the Audit Committee. Since, becoming Vice-Chair, Darin Guthrie requested that a sample complaint be sent to him as a test. Rob Ross complied and Darin Guthrie confirmed receiving it.

Chuck Kill commented.

11. Draft" Committee Calendar Schedule for 2018-2019 No action required.

The committee reviewed and agreed on the Committee Calendar Schedule for 2018-2019.

12. Meeting Date/Time No action required.

The next scheduled meeting is on Friday, August 17, 2018, changed from Friday, August 24, 2018.

Jimmy Lovelace commented.

13. Future Agenda Item(s) No action required.

In addition to the regular standing items each month, the following items will be on the agenda for the August meeting; May and June Minutes of the Audit Committee; ESI Presentation, Process of Hiring an Internal Auditor, Internal Auditor Website Status, External Auditors, results from the Annual Report given to the Governing Board and Audit Committee meeting start time.

Persons commenting/asking questions were Jimmy Lovelace, Darin Guthrie, Bernie Wiegandt and Renee Weatherless.

Rob Ross provided legal advice.

ADJOURNMENT – 3:49 p.m.

Darin Guthrie moved approval, Bernie Wiegandt seconded. Approved Unanimously, in a voice vote. 4-0.

Approved this 17th day of August 2018.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____
Jimmy Lovelace
Audit Committee Chair