

## **MINUTES FOR AUDIT COMMITTEE MEETING (Friday, September 27, 2019)**

Details regarding discussions are available via the audio recordings posted on the TUSD Audit Committee page on the TUSD website at <http://govboard.tusd1.org/Board-Committees/Audit-Committee>.

### **Members Present:**

Darin Guthrie, Chair  
Jimmy Lovelace, Vice-Chair  
Ravi Grivois-Shah, MD  
William J. Kelly, Ed.D.  
Rachel Wall  
Bernie Wiegandt [arr. 2:09 pm.]

### **Committee Member(s) Not Present:**

Sarina Martinez  
Leila Counts, Governing Board Member

### **Others:**

Renee Weatherless, Executive Director, Finance  
Robert S. Ross, Jr., General Counsel, Legal Services  
Renee Heusser, Director, Human Resources  
Vanessa Hernandez, Executive Assistant, Finance  
Michele C. Gutierrez, Senior Staff Assistant I to the Governing Board

**Meeting called to order at 2:06 p.m.**

### **1. PUBLIC NOTICE**

**Procedural: 1.01 Notice of Meeting and Procedures**

### **2. OPENING OF MEETING – 2:00 p.m.**

**Procedural: 2.01 Call to Order – 2:06 p.m.**

Roll Call – Audit Committee attendance was established via self-introductions.

**Action: 2.02 Approval of Agenda**

**Motion to approve the September 27, 2019 Agenda as submitted.**

Motion by Jimmy Lovelace, second by Darin Guthrie.

Final Resolution: Motion Passed

Yes: Unanimous. Darin Guthrie, Jimmy Lovelace, Ravi Grivois-Shah, William Kelly and Rachel Wall.

Not Present at Vote: Bernie Wiegandt

### **3. CALL TO THE AUDIENCE – 2:06 p.m.**

Lillian Fox spoke to the committee.

Persons commenting and/or responding were Ravi Grivois-Shah and Jimmy Lovelace.

### **4. ACTION ITEM(S)**

**Action, Minutes: 4.01 Minutes of Audit Committee Meeting – August 23, 2019 – 2:14 p.m.**

Resolution: Motion to approve the August 23, 2019 Audit Committee meeting minutes as submitted.

Motion by William Kelly, second by Bernie Wiegandt.

Final Resolution: Motion Passed

Yes: Ravi Grivois-Shah, Darin Guthrie, William Kelly, Jimmy Lovelace and Bernie Wiegandt.

Abstain: Rachel Wall

### **5. STUDY/ACTION(S) I**

**Study/Action: 5.01 USP Update – 2:16 p.m.**

STUDIED ONLY

Rob Ross provided information and responded to Committee member inquiries.

Persons commenting and/or asking questions were Darin Guthrie, Renee Weatherless, Ravi Grivois-Shah, and Jimmy Lovelace.

### **6. SCHEDULE EXECUTIVE SESSION**

**Action, Discussion: 6.01 Convene Executive Session**

Motion by Jimmy Lovelace, second by Ravi Grivois-Shah.

Final Resolution: Motion Passed

Yes: Unanimous. Darin Guthrie, Jimmy Lovelace, Ravi Grivois-Shah, William Kelly, Rachel Wall and Bernie Wiegandt.

**Discussion: 6.02 Personnel Issues**

**7. STUDY/ACTION(S) II –Study/Action: 7.01 Fund Balance with Cash Report – with reconciliation of cash to fund balance – 3:40 p.m.**

STUDIED ONLY

Renee Weatherless provided information and responded to Committee member inquiries.

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

**Study/Action: 7.02 Internal Reporting of Tax Credit Activity to School Sites – 3:56 p.m.**

STUDIED ONLY

Renee Weatherless provided information and responded to Committee member inquiries.

Request to have Julie Versluis, Student Finance Manager attend the next meeting.

Persons commenting and/or asking questions were Darin Guthrie, Ravi Grivois-Shah, William Kelly, Jimmy Lovelace, Rachel Wall, and Bernie Wiegandt. Rob Ross commented.

**Study/Action: 7.03 Charge to the Audit Committee by Regular TUSD Governing Board – 4:24 p.m.**

STUDIED ONLY

Jimmy Lovelace provided information and responded to Committee member inquiries.

Dr. William Kelly commented and asked questions. Renee Weatherless commented.

**Study/Action: 7.04 Audit Committee Annual Self-Evaluation – 4:30 p.m.**

STUDIED ONLY

Jimmy Lovelace provided information and responded to Committee member inquiries.

Persons commenting and/or asking questions were William Kelly, Bernie Wiegandt, and Rachel Wall.

**Study/Action: 7.05 Standing Item: Complaints Received via Various Avenues – 4:34 p.m.**

STUDIED ONLY

Jimmy Lovelace, and Rob Ross stated that they have not received new complaints. Jimmy Lovelace indicated he has received none via email but has received phone calls.

**Study/Action: 7.06 Standing Item: Request for Information (RFI)  
Request by Audit Committee – 4:34 p.m.**

STUDIED ONLY

Internal Control Issues, J. was discussed during item 7.02.

Persons commenting were Jimmy Lovelace, William Kelly, and Rachel Wall. Rob Ross commented. Vanessa Hernandez provided information.

**Study/Action: 7.07 Meeting Date/Time – 4:36 p.m.**

MEETING DATE CHANGE

Persons commenting were Jimmy Lovelace, William Kelly, Rachel Wall, and Bernie Wiegandt. Rob Ross commented.

Motion to reschedule October 25th meeting date to October 18th, 2019 at 2:00 p.m.

Motion by William Kelly, second by Bernie Wiegandt.

Final Resolution: Motion Passed

Yes: William Kelly, Jimmy Lovelace, Rachel Wall and Bernie Wiegandt.

Not Present at Vote: Ravi Grivois-Shah and Darin Guthrie.

**Study/Action: 7.08 Future Items – 4:38 p.m.**

STUDIED ONLY

- Food Service Audit Results
- Tax Credit – Julie Versluis
- Cash Balance Report
- Self-Evaluation
- Continue to work on Charge to the Committee from the Governing Board.
- Executive Session may be scheduled.

Persons commenting were Jimmy Lovelace, Rachel Wall and William Kelly. Renee Weatherless commented. Rob Ross commented.

**8. ADJOURN MEETING**

**Action: 8.01 Adjourn Audit Committee Meeting – 4:40 p.m.**

**Resolution: Motion to adjourn Audit Committee meeting.**

Motion by Jimmy Lovelace, second by Rachel Wall.

Final Resolution: Motion Passed

Yes: William Kelly, Jimmy Lovelace, Rachel Wall and Bernie Wiegandt.

Not Present at Vote: Ravi Grivois-Shah and Darin Guthrie.

Approved this 18<sup>th</sup> day of October, 2019.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By \_\_\_\_\_

Darin Guthrie  
Audit Committee Chair