

MINUTES FOR AUDIT COMMITTEE MEETING (Friday, April 26, 2019)

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

Members present:

Jimmy Lovelace
Ravi Grivois-Shah [via phone until 4:28 p.m.]
Darin Guthrie
William Kelly
Bernie Wiegandt

Committee Member(s) Not Present:

Rachel Wall

Others Present:

Dr. Mark Stegeman, Governing Board President
Robert S. Ross, Jr., General Counsel
Janet Rico Uhrig, Executive Director, Human Resources
Blaine Young, Chief Technology Officer, Technology Services
Martha Zamora, Director, Transportation
Christina Cruz, Senior Accounting Manager, Finance
Nancy Mueller, Senior Budget Analyst, Finance
Julie Versluis, Student Accounting Manager, Student Finance
Michele C. Gutierrez, Senior Staff Assistant II, to the Governing Board

Meeting called to order at 2:37 p.m.

1. PUBLIC NOTICE

Procedural: 1.01 Notice of Meeting and Procedures

2. OPENING OF MEETING – 2:30 p.m.

Procedural: 2.01 Call to Order – 2:37 p.m.

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

Jimmy Lovelace informed the committee of Charles Kill's resignation to the Audit Committee effective immediately.

3. CALL TO THE AUDIENCE

Call to the Audience: 3.01 Guidelines to Address the Audit Committee -2:39 p.m.

Audit Committee Chair, Jimmy Lovelace read the protocol for Call to the Audience.

Person who spoke at Call to the Audience was: Lillian Fox re: Posting USFR Findings.

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

Darin Guthrie responded to comments from Lillian Fox regarding USFR Findings.

Close out Call to the Audience – 2:42 p.m.

4. STUDY/ACTION ITEM(S) I

Study/Action: 4.01 BoardDocs Implementation – 2:42 p.m.**Studied Only**

Jimmy Lovelace and Michele Gutierrez presented information, procedures and responded to committee members' inquiries.

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

5. SCHEDULE OF EXECUTIVE MEETING**Action, Discussion: 5.01 Convene Executive Session – 2:50 p.m.**

Motion and vote to recess Audit Committee meeting to Executive Session.

Motion by Darin Guthrie, second by Jimmy Lovelace.

Final Resolution: Motion Passed

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

6. RECONVENE REGULAR MEETING**Action: 6.01 Motion and Vote to Adjourn Executive Meeting and Reconvene Committee Meeting – 3:14 p.m.**

Motion to adjourn Executive meeting and reconvene committee meeting.

Motion by Darin Guthrie, second by William Kelly.

Final Resolution: Motion Passed

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

7. STUDY/ACTION(S) II**Study/Action: 7.01 Update on Internal Auditor – 3:14 p.m.****Studied Only**

Rob Ross and Dr. Stegeman presented information and responded to Committee members' inquiries.

An e-mail will be sent to the committee with the current Job Description for the Internal Auditor Position. Audit Committee members will review and be prepared to discuss changes, make suggestions or additions to the job description at the next Audit Committee meeting.

Persons commenting and/or asking questions were Darin Guthrie, Jimmy Lovelace, William Kelly and Ravi Grivois-Shah. Rob Ross provided legal advice. Janet Rico Uhrig commented.

8. ACTION ITEM(S) III**Action: 8.01 Minutes of Audit Committee Meetings**

Motion to approve the following set of meeting minutes: Addressed individually.

January 25, 2019 Minutes – 3:31 p.m.

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.

February 15, 2019 Minutes – 3:32 p.m.

Motion by Darin Guthrie, second by Ravi Grivois-Shah.

Final Resolution: Motion Passed

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

February 25, 2019 Minutes – 3:35 p.m.

Motion by Ravi Grivois-Shah, second by William Kelly.

Final Resolution: Motion Passed

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

Darin Guthrie made a motion to address Item 9.05 before Item 9.01. – 3:38 p.m.

Motion by Darin Guthrie, second by William Kelly.

Final Resolution: Motion Passed

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

9. STUDY/ACTION(S) III:

Study/Action 9.05 Charge to the Audit Committee – 3:38 p.m.

Studied Only

Jimmy Lovelace provided information from the attachment provided to the committee. Dr. Stegeman presented information and responded to Committee members' inquiries.

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

Darin Guthrie made a motion to address Item 9.02 before Item 9.01. – 4:03 p.m.

Motion by Darin Guthrie, second by Jimmy Lovelace.

Final Resolution: Motion Passed

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

Study/Action: 9.02 Single Audit 2018 and USFR – 4:03 p.m.

Studied Only

Nancy Mueller, Blaine Young, Christina Cruz, Martha Zamora, Julie Versluis and Janet Rico Uhrig presented information and responded to Committee members' inquiries.

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

Study/Action: 9.01 FY18 Classroom Dollar Report – 4:26 p.m.

Studied Only

Nancy Mueller presented information and responded to Committee members' inquiries.

Persons commenting and/or asking questions were Jimmy Lovelace and William Kelly.

Study/Action: 9.03 Extracurricular Activity Funds (ECA) – Requested by Darin Guthrie – 4:33 p.m.

Studied Only

Darin Guthrie provided information. Julie Versluis and Christina Cruz presented information and responded to Committee members' inquiries.

Persons commenting and/or asking questions were Darin Guthrie, William Kelly, Bernie Wiegandt and Jimmy Lovelace. Robert Ross provided legal advice.

Action: 9.04 Update on Proposed Charter Changes – 5:00 p.m.**Studied Only**

Robert Ross reported that the Proposed Charter Changes were posted for 30-day public comments and closes on May 1, 2019.

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

Study/Action: 9.06 Semi-Annual Report to the Governing Board – 5:02 p.m.**Studied Only**

Jimmy Lovelace updated the committee regarding the status of the semi-annual report to the Governing Board.

Bernie Wiegandt commented.

Study/Action: 9.07 Standing Item: Complaints Received via Various Avenues – 5:04 p.m.**Studied Only**

Rob Ross commented that no new complaints have been received.

Jimmy Lovelace and Darin Guthrie commented.

Study/Action: 9.08 Standing Item: Request for Information (RFI) Request by Audit Committee**ITEM NOT ADDRESSED****10. FUTURE MEETING DATES/TIME AND AGENDA ITEMS – 5:04 p.m.**

William Kelly made a motion to change the meeting time to 2:00 p.m., effective the next scheduled Audit Committee meeting.

Motion by William Kelly, second by Darin Guthrie.

Final Resolution: Motion Passed

Yes: Darin Guthrie, William Kelly, Jimmy Lovelace and Bernie Wiegandt.

Persons commenting and/or asking questions were Jimmy Lovelace and Darin Guthrie, William Kelly and Bernie Wiegandt. Rob Ross provided legal advice and commented.

11. ADJOURN MEETING – 5:06 p.m.**Action: 11.01 Adjourn Audit Committee Meeting**

Motion by Bernie Wiegandt, second by William Kelly.

Final Resolution: Motion Passed

Yes: Darin Guthrie, William Kelly, Jimmy Lovelace and Bernie Wiegandt.

Approved this 17th day of May 2019.

TUSD GOVERNING BOARD AUDIT COMMITTEE

By _____

Jimmy Lovelace
Audit Committee Chair