

**Orange County Public Schools
Audit Advisory Committee
Minutes of Meeting November 14, 2023**

Chair Roth called the meeting to order at 8:01 a.m. Committee members Kay Redlich, Tammy Campbell and Brian Paulsen were present with School Board Internal Auditor Linda Lindsey. Chair Debi Roth, Member Dan Williams and General Counsel Amy Envall attended by WebEx.

Approval of Minutes

Minutes of the meetings of June 19 and August 22, 2023 were approved.

Review Audit Committee Charter

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

Ms. Lindsey and the committee noted that revisions to this and the department charter will likely be needed next year when the IIA issues new standards. Chair Roth suggested the charters be put on the Committee's agenda earlier in the year than we typically do because of the new standards. Ms. Lindsey indicated she will do this depending on when the new standards are released and we have determined what revisions may be needed.

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.

Recommend Appointment of Lynn Moehl

The committee unanimously voted to recommend the School Board appoint Lynn Moehl to the committee for a three-year term beginning January 1, 2024.

Election of Committee Chair for 2024

Debi Roth will be leaving the committee at the end of this year. Tammy Campbell expressed willingness to serve as the committee's chair next year. Accordingly, the committee voted unanimously to name Ms. Campbell chair for 2024.

Members of the committee expressed their great appreciation to Ms. Roth for her many years of excellent service to OCPS on this committee.

Review Meeting Calendar for 2024

The committee reviewed the proposed meeting schedule and noted several dates that present conflicts for one or more members' schedules. Ms. Lindsey will propose new dates for the March, June, and August meetings and send the revised schedule when it is ready.

Discuss Annual Report to School Board

This year's annual report to the School Board is planned for January 30 at 5:00. Tammy Campbell agreed to attend and present as the incoming committee chair. 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 overall form and content and want to continue with it. Ms. Lindsey indicated she plans to include information to show the Board how much progress management has made in addressing open audit findings. The committee reviewed and discussed the slides and requested we also include general information about the new IIA standards. Ms. Lindsey indicated that she will update the slides and send them to the committee for a final review.

CAE Report

Audit Status Report and Follow-up Status Reports:

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

Audit Software

Ms. Lindsey reported the department has decided to move to K10 Vision audit management software in the coming months. The current audit management software, Pentana, is being converted from an annual maintenance contract to a SaaS requiring an annual subscription payment that will be substantially higher than what we currently pay. As a result, the department evaluated its options and chose K10. Ms. Lindsey will keep the committee updated on the project to implement the new software.

ERM System

Ms. Lindsey reported management revoked their approval to acquire and implement the ERM software that was to replace the current Excel-based ERM Toolkit we have used for a number of years.

Intern Program

Ms. Lindsey reported the intern program got off to a slow start because we were directed to post the position at the wrong office at UCF. Now we have it posted at the correct spot and have a number of applications. We hope to have someone on board no later than the first part of January.

CGCS Meeting

Ms. Lindsey reported she attended the Council of Great City Schools Internal Auditors' meeting last week. The internal auditors met with CFOs, procurement officials and risk managers in both combined sessions and separate breakout sessions by discipline. The conference included many topics of current relevance to our practice and Ms. Lindsey looks forward to implementing some new ideas she learned of.

Audit Committee Annual Self-Assessment

Ms. Lindsey left the meeting at 8:50 a.m. so the committee could conduct its annual self-assessment. Once the self-assessment was complete and agreed by the committee, Chair Roth sent a copy to Ms. Lindsey for the records.

The next regular meeting will be January 25, 2024 at 8:00 a.m.