

**Orange County Public Schools
Audit Advisory Committee
Minutes of Meeting November 15, 2022**

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 and Member Dan Williams attended by WebEx.

Approval of Minutes

Minutes of the meeting of August 30, 2022 were approved.

Review Audit Committee 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.

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.

Recommendation to Exercise 1-Year Extension(s) for External Audit Services with Cherry Bekaert

In January, Cherry Bekaert will be completing the base 3-year period of their current contract. Two 1-year contract extensions are available. Staff has evaluated the work performed and obtained a fee quote for the extension year(s). The partner has quoted a 6% increase in 2023 over 2022 and, if we also exercise the second 1-year extension, a 3% increase in 2024 over 2023. The Committee recommended staff discuss further the fee increases with the vendor to see whether a better price can be obtained. The Audit Committee voted unanimously to approve 2, one-year extensions for fees not to exceed 6% above 2022 fees in 2023 and 3% above 2023 fees in 2024. Ms. Lindsey is to report on the results of further fee conversations after they take place.

Election of Committee Chair for 2023

Debi Roth was nominated to serve again as committee chair and agree to do so. Ms. Lindsey pointed out that 2023 will be Ms. Roth's last on the committee as she will reach the end of the allowable terms. The Committee voted unanimously to elect Ms. Roth as Chair for 2023.

Review Agenda Calendar for 2023

The Committee reviewed the proposed meeting schedule and noted that all dates look good at this point.

Discuss Annual Report to School Board

This year's annual report to the School Board is planned for January 24 at 5:30. Chair Roth is scheduled to attend and present. 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 the form and content and want to continue with it. The Committee reviewed and discussed the slides and requested certain updates. Ms. Lindsey indicated that she will update the slides and send them to the Committee for a final review.

CAE Report

Audit Software Evaluations

Ms. Lindsey reported the department's 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 is evaluating its options and has had demonstrations of two other vendor products that perform the same function. Further evaluation will be taking place over the next few months as the Pentana software renewal is in April. Ms. Lindsey will discuss potential budgetary impacts with the Superintendent at their next meeting.

New School Board Members

Two new school board members will be coming on board this month. They are Alicia Farrant in District 3 and Maria Salamanca in District 2. Ms. Lindsey, along with other district senior management, will be providing an orientation to the new board members later this week.

FSFOA Presentation

Ms. Lindsey reported that she co-presented *Tips for a Successful Audit* at the FSFOA conference on November 14. The session was well-received.

Audit Status Report and Follow-up Status Reports:

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

At the conclusion of her remarks, the Committee requested Ms. Lindsey to communicate its invitation to the new Superintendent, Dr. Vazquez, to attend their January meeting. Ms. Lindsey indicated she will do this.

Audit Committee Annual Self-Assessment

At this time the committee conducted 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 meeting was adjourned at 9:02 a.m.

The next regular meeting will be January 24, 2023 at 8:00 a.m.