November 8, 2021, Special Committee Meeting

Ms. Elizabeth Andersen, Chairman
Mr. Darryl Willie, Vice-Chairman
Dr. Kelly Coker
Ms. Lori Hershey
Mr. Warren A. Jones
Ms. Charlotte D. Joyce
Ms. Cindy Pearson
Dr. Diana Greene, Superintendent

ATTENDANCE AT THIS MEETING OF THE DUVAL COUNTY SCHOOL BOARD: All Board Members were present except for Mr. Darryl Willie, Vice Chairman; Ms. Lori Hershey, and Mr. Warren A. Jones. Dr. Diana Greene, Superintendent, and Ms. Rita Mairs, Office of General Counsel, were also present.

Call Meeting to Order
This meeting was called to order at 11:04 a.m.

Items to be Discussed

1. AUDIT ADVISORY COMMITTEE POLICY

Mr. Brian McDuffie, Executive Director, Policy and Compliance; Ms. Tashonia Grant, Director Policy & Procedures; Ms. Michelle Begley, Chief Financial Officer; Dr. Greene and Ms. Lenia Blades, Executive Director, joined the discussion on the following:

Board Policy 2.35: Board Committees

- How often the committee would meet.
- Appointment of the Chair of the Audit Selection Committee(ASC). It was suggested that the Chair of the ASC be the Chair (Ex-officio) of the Audit Advisory Committee(AAC).
- Adding all the Committees to the Board Policy.
- Change the Webpage to add links.
- Having a non-Board Member from the AAC, which would require the policy to be revised.
- Two-year rotation.

Board Policy: 2.38 Audit Advisory Committee

- Aligns with State Statute
- Responsibilities from the Audit Selection Committee will be removed and added to the Audit Advisory Committee.
- It was explained what has to be done to create this potential policy.
- Ms. Begley explained the history of what former Board Members were more interested in regarding audits.

Dr. Kelly Coker, Vice-Chairman, departed at 12:01 p.m.

- Ms. Begley also explained that there are items that have been requested previously that are not in this audit plan and it was suggested to include in the internal section "transitional items" that may not be included in this section, and may need additional language to be added.
- Discussion was made regarding the best practices of the AAC and follow-up on the request made for 6a, 6b and 6c, regarding who those individuals would be and who they would report to. Also, as to the possibility of item 6d being added to include items that may be initiated after findings warrants further review.
- Suggested that evaluation be made at the end of the process to ensure that the items were resolved.
- One additional meeting will be held to finalize responsibilities, duties and who will be on the committee and provide recommendations to the Board.

Adjournment

1. ADJOURNMENT

The meeting was adjourned at 12:40 p.m.

CRH

Superintendent

Chairman