



Meeting Minutes Duval County Public Schools

FEBRUARY 20, 2023, AUDIT ADVISORY EVALUATION SUBCOMMITTEE MEETING

Committee Members Present: Lasonja Williams.
Monique Thompson joined via telephone at 11:24 a.m.

Board Members Present: Charlotte D. Joyce, April A. Carney.
Board Chairman Dr. Kelly Coker (ex officio non-voting member) arrived at 11:52 a.m.

Call Meeting to Order

The meeting was called to order at 11:06 a.m.

WELCOME AND INTRODUCTIONS

Staff members who were also present:

- Lenia Blades, Internal Board Auditor
- Ashley Barr, Director, Strategic Planning & Grants
- Alex Marx, Executive Director, Staffing Services
- Connie Ricks-Henley, Administrative Assistant to the Board

Items to be Discussed:

1. INTERNAL BOARD AUDITOR EVALUATION

Board Member Charlotte D. Joyce gave history of original evaluation and current evaluation process and the need to streamline the process. Alex Marx, Executive Director, Staffing Services, also joined in the discussion on the following:

- Lenia Blades provided current tools used in the evaluation process which included District Administrator Evaluation Form, Job Description for Internal Board Auditor, Policy 2.37 Internal Board Auditor Evaluation and a spreadsheet of Internal Board Auditor Tasks and discussion was held regarding these.
- Why this committee was created was explained.
- Example of process for evaluation at other companies was explained by Lasonja Williams.
- Suggestions were given to have a streamlined process with items that are required, and items requested for the year.
- Possible weighted items to be included in process.
- Request for a comparison of last year's evaluation to review was made.
- How to evaluate what skills are required to perform the job as well as what resources are available to assist in completing the job.
- Expectations would be completed at the beginning of the year and performance of the expectations would be completed at the end of the year.



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- Targets and goals for year should be locked by December 9, 2022. These may fluctuate during the year as needed or as situations arise during risk assessments.
- Process for adjusting targets was explained by Ms. Marx. This can be done during the year, but communication throughout the year is vital to ensure targets and goals are being reached or if they need to be adjusted based on other pressing issues.
- Hours needed to complete tasks and processes were requested.
- Define internal audits and external audits required by Internal Board Auditor with instructions of what is needed to complete as well as the time needed to complete.
- Quarterly report with Board Members.
- Request for the Florida State Statute that drives the Internal Board Auditor's work.
- It was stated that the expectations of the Board are that she is not just an IBA but completes more tasks, compiles data, and provides oversight on a day-to-day basis.
- Current evaluation tool is for Administrators but may need Civil Service type of evaluation. Will need to check with legal to see if this is possible.
- Currently evaluated by all Board Members and then cumulated by Chairman of Board.
- Goal is to have a fair and balanced evaluation for all duties performed by IBA and for each Board Member, given no additional resources are currently available for this position.

NEXT MEETING:

- March 10, 2023, at 11:00 a.m. with hard stop at 12:00 p.m.

ADJOURNMENT

The meeting was adjourned at 12:30 p.m.

CRH