



Meeting Minutes Duval County Public Schools

MARCH 23, 2023, AUDIT ADVISORY COMMITTEE MEETING

Committee Members Present: Chair, Paul Numbers, Jr., Dan Edelman, Steven Apple, Mindy Menzel, Monique Thompson, Mark Sizemore. Duval County School Board Member Chair, Dr. Kelly Coker (ex officio non-voting member).

Committee Members Absent: LaSonja Williams

Board Members Present: Cindy Pearson

Call Meeting to Order

Chair, Mr. Paul Numbers, called the meeting to order at 11:03 a.m.

WELCOME AND INTRODUCTIONS

Staff members who were also present:

- Sonita Thompson, Chief of Staff
- Michelle Begley, Chief Financial Officer
- Anthony Cobb, Executive Director, Financial & Business Systems
- Kendra Burton, Executive Director, Financial & Business Services
- Lenia Blades, Internal Board Auditor
- Ashley Barr, Director, Strategic Planning & Grants
- Vicky Schultz, Assistant Superintendent, Human Resources
- Connie Ricks-Henley, Administrative Assistant to the Board

APPROVAL OF THE MARCH 23, 2023, AGENDA

Motion:

That the Audit Advisory Committee approve the March 23, 2023, agenda as submitted on March 20, 2023

Vote Results:

Motion: Dan Edelman

Second: Mark Sizemore

PASSED: 6-0

PUBLIC COMMENTS

No public comments



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OFFICER ELECTION (VICE-CHAIR)

Mindy Menzel nominated Lasonja Williams (absent). It was stated that she would not be a candidate due to her work obligations and travel. She then inquired if Ms. Thompson would be interested in the position, and was advised that she too, could not commit due to work obligations and travel. Dan Edelman also was not interested due to his responsibilities. Mr. Apple inquired as to what the responsibility was of the position. Mindy Menzel nominated Steve Apple. No other nominations were made.

A vote was taken in the order of nominations for the 2 candidates nominated for Vice-Chair. There were no votes for Ms. Williams due to her work obligation. The committee unanimously voted for Steven Apple and he was elected as Vice-Chair. Congratulations were expressed by the Committee.

APPROVAL OF MINUTES – AUGUST 4, 2022

Motion:

That the Audit Advisory Committee approve the following meeting minutes:

- **January 12, 2023, Audit Advisory Committee**
- **February 10, 2023, Finance Subcommittee**
- **February 10, 2023, Evaluation Subcommittee**
- **March 10, 2023, Evaluation Subcommittee**

Discussion:

- Ms. Menzel stated correction was needed on January 12, 2023, minutes to reflect the correct spelling of her name.
- It was requested that in reviewing the January 12, 2023, minutes, that the amount of details be shorten. Dr. Coker explained that it is to display transparency from the district.
- It was also requested that the minutes be sent to the committee earlier for review. It was decided that going forward, the board office staff will send the minutes to the committee for review once they are completed.
- The board office staff will also send the draft minutes to the appropriate subcommittees for review once completed. Once approved by the subcommittee, they can then be sent to the Audit Advisory Committee for their review prior to their next meeting in ample time for their review.

Vote Results:

Motion: Monique Thompson

Second: Dan Edelman

PASSED: 6-0

AUDIT UPDATE AND DISCUSSION

Ms. Blades presented a PowerPoint presentation Audit Advisory Committee Meeting, March 23, 2023. Michelle Begley, Chief Financial Officer, Dr. Coker, Sonita Thompson, Chief of Staff, and Vicky Schultz, Assistant Superintendent, Human Resources joined in the discussion on the following:

- Responsibilities of the committee spreadsheet.



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- School operational internal audits are being outsourced and the work began this month.
- Request was made for the number of backlog audits and their status. The outsourcing of these audits was approved in December by the Board, and the start date for contract was in April, however they were started this month.
- Audit required by State is current.
- External Audits and Auditor General Report and findings were explained.
- Financial and Federal Report had no findings. There were also no prior findings noted.
- In addition, an audit was performed at the request of the Superintendent, of the half penny sales tax. There were no findings in that audit.
- The district also self-disclosed that it was found that 200 students were mistakenly issued 2 laptops. They are aware of which students and are working to recover these.
- Congratulations was expressed to the financial department and district for receiving these high remarks. It was noted this is a great accomplishment considering the labor shortages that the district has.
- Evaluation Subcommittee member Monique Thompson presented a PowerPoint presentation of their findings and recommendations. Comparison of other like districts was also explained.
- Agenda review performed by the IBA was requested to be completed in a timelier manner.
- Preliminary analysis of possible restructuring of the IBA position, funding, and responsibilities. This will need to be discussed with the Board and the Superintendent to provide insight. Would like to have a joint meeting with AAC and the Board.
- It was noted the current IBA position needs additional support. The current position of the IBA does not include any managerial responsibilities. Restructuring may have domino effects.

FINANCE UPDATE AND DISCUSSION

Mrs. Begley provided a review of the spreadsheets and updates requested at the previous meeting and the discussion was held on the following:

- Overspending of districts was cautioned.
- A request of confirmation from the Board that the areas provided are what the Board would like to have reviewed.
- Next step is to explain the differences in these areas in comparison to other districts and to list reasons what may be the cause i.e. transportation outsourced. Mrs. Begley explained that she provided certain explanations for variances. The committee will now select areas that may need a deeper review.
- Will schedule an additional financial subcommittee meeting to make recommendations. Members may communicate through the IBA individually or through their Board Member only.
- Review of FTE information was provided.
- Initial analysis shows overall reserves declining over a period of time.
- Recent bank failure concerns.



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GOVERNANCE

COMMENTS AND RECOMMENDATIONS TO THE BOARD

- Possibility of a joint annual meeting with the Board.
- Previously mentioned possibility of the committee to oversee a new funding source. This is still with the Board and will be brought back to the committee.

CYBERSECURITY INQUIRY FOLLOW-UP

- Clarification was made in this information does not fall in the scope of this committee.
- Further requested information will need the clarification from General Counsel.

POLICY 2.38 (REVISED)

- Requirements of Conflict-of-Interest form.
- Timely manner of obtaining and receiving information.

AAC QUARTERLY REPORT

- A request was made to add language to include that the IBA completed the audits and review was made by AAC.
- Add notation to include work done by subcommittees.
- Report will cover 4 areas: IBA Activities, Subcommittee Activities, AAC Activities, Administration Activities.
- Request was made to keep the report to a minimal in length.

FUTURE MEETING DATES

- Possibility of live-streaming future meetings.
- May 25, 2023 – New Pictures – Dan Edelman unable to attend.
- August 24, 2023.
- Times for future meetings will be 11:00am – 2:00pm.

ADJOURNMENT

Motion:

That the Audit Advisory Committee moved to adjourn the meeting at 1:25 p.m.

Vote Results:

Motion: Dan Edelman

Second: Mindy Menzel

PASSED 6-0

CRH