



Meeting Minutes Duval County Public Schools

May 19, 2022, Audit Advisory Committee Meeting

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

Committee Members Absent: LaSonja Williams

Board Members Present: Charlotte Joyce

Call Meeting to Order

Chair, Mr. Paul Numbers, called the meeting to order at 11:01 a.m.

WELCOME AND INTRODUCTIONS

School Board Vice-Chairman, Dr. Kelly Coker, was welcomed and introduced as representing School Board Chairman, Darryl Willie (ex officio non-voting member).

Staff members who were also present:

- Michelle Begley, Chief Financial Officer
- Anthony Cobb, Executive Director, Financial and Business Services
- Lenia Blades, Internal Board Auditor
- Katrin Macdonald, Coordinator, Strategic Partnership
- Connie Ricks-Henley, Administrative Assistant to the Board

Board Member Charlotte Joyce arrived at 11:07a.m.

APPROVAL OF THE MAY 19, 2022 AGENDA

Motion:

That the Audit Advisory Committee approve the May 19, 2022 agenda as submitted on May 17, 2022.

Vote Results:

Motion: Dan Edelman

Second: Mindy Menzel

PASSED: 6-0

PUBLIC COMMENTS

No public comments



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APPROVAL OF MINUTES – APRIL 22, 2022

Motion:

That the Audit Advisory Committee approve the meeting minutes of April 22, 2022 as amended.

Motion: Steve Apple

Second: Dan Edelman

Discussion: Steven Apple requested that the wording for his comment in paragraph 2 of page 2 of the minutes be replaced with “some of the members have some background in education and fund accounting” All members agreed. Wording will be changed to reflect this.

PASSED: 6-0

DISTRICT UPDATES:

ANALYSIS OF BUDGETS

Mrs. Michelle Begley, Chief Financial Officer, discussed a comparison of the original budget for the Big 7 School Districts. Mr. Anthony Cobb, Executive Director, Financial and Business Services also joined in the discussion.

Mr. Dan Edelman presented further analysis on the budget comparison which he had compiled and expanded on this information to reduce the time reviewing all this information.

- Mr. Edelman stated that after inspection of this information, he feels that the percentage of revenue and the dollars for Full Time Employees (FTE) ratio could possibly be out of line, as well as Admin/Tech – General Fund and would like explanation of these.
- Chair Numbers inquired if this information has been evaluated in the past. Ms. Begley stated not usually. She also advised how other districts code their items could be why the numbers appear to be out of line and that a public records request for the other counties' information would be needed to compare.
- Ms. Monique Thompson stated that Duval County Public Schools (DCPS) may be investing in additional items such as items to protect cyber security that other districts may not be, which could result in the difference in the numbers.
- Dr. Kelly Coker stated that some targets that she sees could be in transportation as DCPS is higher. However, she noted that DCPS provides transportation to students within a 1.5 mile radius compared to other districts at 2.0 mile radius.
- Mr. Edelman stated that he would like an explanation as to why the numbers are higher and states that all districts are deficit spending. He requested that we decide which districts, including ones out of state, that we want to be compared to and do an analysis of our numbers versus theirs to see actual numbers. Mindy Menzel suggested looking at the district averages compared to total averages and to know why there are any larger variances in these items.
- It was decided to set variance of averages low and force analysis, then change based on grouping, for example all instructional, and compare as a group. Averages will also be based on FTE's.
- Dr. Coker stated the Board could discuss this during governance and narrow the focus more. The Board will focus on the academics and finance of other districts even outside the state that we would



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like to mirror and provide a list for the Committee. She requested the averages of this information today be sent to the Board for upcoming budget meetings. Ms. Blades states she will review the information with each Board member during end of year evaluation,

- Vice-Chair, Ms. Julia Hann, recommended an ongoing review of averages and review what takeaways would red flag an audit by Ms. Lenia Blades, Internal Board Auditor, as she wants to limit the time Ms. Blades spends on averages so she will be able to concentrate on audits and her daily assignments.
- Ms. Lenia Blades discussed the dates and legal requirements for reporting.
- Mr. Edelman suggested to take March numbers and do the analysis once per year so these numbers can be used for budgeting in June.

Break at 12:00 p.m.

Resumed at 12:10 p.m.

FISCAL TRANSPARENCY DRAFT REPORT

Ms. Lenia Blades discussed the draft finding.

UPDATES ON AUDIT(S)

Ms. Lenia Blades, Internal Board Auditor, presented a PowerPoint presentation on Update on Audits. She reviewed a few items that are on her Risk Assessment list, as well as the operational audit topics provided by Auditor General. Monique Thompson provided information on increases in Certificates of Insurance and items to include in audit regarding comparisons of policy amounts to make sure they match. Discussion was held on possibly removing some items from the current audit plan (CARES, MSDA, Sales Surtax) and replacing with rolling items from Risk Assessment list. Upcoming items for audit that were discussed included:

- Insurance Certificates
- Cyber Security
- Roe vs. Wade: possible increase in program costs related to teen pregnancy
- Inflation: possible increase in program costs that assist with homelessness
- Student Station Costs

Board Member Charlotte Joyce returned from break at 12:25 p.m.

Steven Apple left at 12:37 p.m.

Chair Numbers added that these items will give an example of what items and timelines are looked at in the school process by the government.



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GOVERNANCE

Discussion involved:

- Updates to the Internal Board Audit Charter were included in packet given to the Committee.
- The responsibilities of this Committee to oversee IBA and some of the financial team's work.
- Audit Advisory Committee Schedule of Deliverables was reviewed, and it was requested by Monique Thompson to provide the number of hours that are exhausted on each of these as Ms. Blades is a team of one and it may be requested by the Committee to get Ms. Blades additional assistance. Chair Numbers believes getting additional assistance should be at the top of the list.
- Summary of Committee Member terms reviewed and discussed possibly updating.
- Request for spending amounts, general fund amounts and 5-year trends.
- Meeting schedule and virtual meeting options were discussed. Per Office of General Counsel, virtual meetings cannot be held, however a Committee Member may join electronically if a quorum is present. Required quorum will be at least 4. Will need information if call in is needed to secure conference line. Will send a meeting invite and request Committee Members to respond to ensure a quorum will be present. Please notify Ms. Blades if not attending.
- Individual and group photos were reviewed, and Ms. Blades stated she is still working on the Committee's webpage.
- Quarterly report for Regular Board Meeting was requested by Dr. Coker to provide ongoing insight to the public as to what the committee is engaging in.
- Mandatory Vector (IT security) training needs to be completed by July 25, 2022.
- Appreciation expressed to Ms. Blades and Mrs. Begley for the information provided.
- Contact information for committee members verified.

NEXT MEETING

Next meeting is Thursday, August 4, 2022 – 11:00 a.m.-1:00 p.m.

Adjournment

ADJOURNMENT

Motion:

That the Audit Advisory Committee moved to adjourn the meeting at 1:15 p.m.

Vote Results:

Motion: Dan Edelman

Second: Julia Hann

PASSED 5-0

CRH