

ESCAMBIA COUNTY SCHOOL BOARD

AUDIT COMMITTEE

Meeting Minutes

September 1, 2010

I. CALL TO ORDER

Tod Wilson, Audit Committee Chair, called the meeting of the Audit Committee to order at 12:01 p.m. in Conference Room B of the Vernon McDaniel Building, 215 West Garden Street, Pensacola, Florida 32502. Those present were Tod Wilson; Amy Kozak; Earl Lee; Justin Labrato; David Bryant, Director; Justin Cook, Auditor; and Michele Kiker, Senior Auditor, recording the minutes.

II. ADOPTION OF AGENDA

A motion was made by Mr. Lee and seconded by Mr. Labrato to adopt the agenda as presented. Motion passed unanimously.

III. PUBLIC INPUT- There was no public input.

IV. APPROVAL OF MINUTES FROM MEETING OF MARCH 26, 2010

A motion was made by Mr. Labrato and was seconded by Mr. Lee to approve the minutes for the March 26, 2010 meeting. Motion was passed unanimously.

V. ITEMS FROM INTERNAL AUDITING

A. Internal Accounts Audits – Mr. Bryant updated the committee with the following information:

1. Audit staff is in the middle of school audits. The fieldwork is complete and staff is now writing the necessary reports.

B. Other Audit and Reviews – Mr. Bryant discussed the following:

1. Food Service Review

2. FEMA update – Updated the committee that large projects are almost done and the Superintendent wants to net small projects

C. Other Items – Staffing Update

1. Mr. Bryant discussed the new position application process. Mr. Bryant brought forward candidate recommendation. A motion was made by Mr. Lee and was seconded by Mr. Labrato to accept candidate recommendation. Motion was passed unanimously.

VI. ITEMS FROM COMMITTEE MEMBERS – Members discussed Life Skills with Mr. Bryant.

VII. ANNOUNCEMENTS – Mr. Bryant announced that the Office of Internal Auditing has moved to 75 N. Pace Blvd. Room 403.

VIII. NEXT MEETING DATE – To be determined.

IX. ADJOURNMENT – A motion to adjourn was made by Ms. Kozak, seconded by Mr. Labrato, and passed unanimously. The meeting ended at 12:29 p.m.



Secretary



Chair

11-29-10

Date