

**ESCAMBIA COUNTY SCHOOL BOARD  
AUDIT COMMITTEE  
MINUTES  
April 2, 2019 – 12:00 PM**

**I. CALL TO ORDER**

Tod Wilson, Audit Committee Chair, called the meeting of the Audit Committee to order at 12:01 p.m. in the Human Resource Conference Room, 75 N. Pace Blvd, 1st Floor, Pensacola, FL 32505. Those present were:

Tod Wilson

Dr. Barbara White

Allison Jones

Dr. Chula King

David Bryant, Director – Office of Internal Auditing

Michèle Kiker, Senior Auditor

John Crippen, Auditing Administration Specialist, recording the minutes.

**II. INTRODUCTION OF NEW STAFF MEMBER**

Mr. Bryant introduced Mr. John Crippen, the new Audit Administration Specialist, to the committee members. Mr. Crippen discussed his background and was welcomed by the committee.

**III. ADOPTION OF AGENDA**

A motion was made by Dr. King and seconded by Dr. White to adopt the agenda. Motion passed unanimously.

**IV. PUBLIC INPUT – There was no public input.**

**V. APPROVAL OF MINUTES FROM MEETING OF NOVEMBER 28, 2018**

A motion was made by Dr. King and seconded by Dr. White to approve the minutes for the November 28, 2018 meeting. Motion passed unanimously.

**VI. ITEMS FROM INTERNAL AUDITING**

**A. Items for Approval**

1. 2019-2020 Department Budget – Mr. Bryant presented and discussed the 2019-2020 Department Budget. He noted the inclusion of \$3,100 for travel costs for the quality assurance review team. Other line items were presented with no increase or a reduction compared to the 2018-2019 Department Budget.
2. 2019-2020 Department Personnel Planning Document – Mr. Bryant presented the 2019-2020 Department Personnel Planning Document. Mr. Bryant noted the removal of the Audit Specialist position and the adding of the Technician – Internal Auditing position, which allows for greater flexibility when assigning projects in the office.
3. 2019-2020 Personnel Contract Renewals – Mr. Bryant presented a draft memo recommending contract renewals for all staff members. The committee discussed the renewal of annual contracts for all staff, including Mr. Bryant's contract.

A motion was made by Dr. King and seconded by Ms. Jones to approve Items A.1.-A.3. Motion passed unanimously.

**B. Items for Discussion**

1. Staffing Update – Mr. Bryant discussed the recent changes to the Personnel Planning Document. He notified the committee members of his recommendation to hire Ms. Jackie Baker, current

school secretary at Pleasant Grove Elementary, to fill the newly established Technician – Internal Auditing position. Ms. Baker’s first day is scheduled to be April 9, 2019.

2. FEMA Update – Mr. Bryant discussed the remaining FEMA projects, including a forthcoming appeal submission for Hurricane Ivan projects.
3. Newpoint Investigation Update – Mr. Bryant updated the committee on the status of the appeals filed by the convicted charter school manager and co-defendant vendor.
4. Internal Auditing Quality Assurance Review – Mr. Bryant notified the committee that all efforts to secure a free local quality reviewer had been exhausted, and that he would research professional quality assurance reviewer through auditing-related organizations.

VII. ITEMS FROM COMMITTEE MEMBERS – None.

VIII. ANNOUNCEMENTS – None

IX. NEXT MEETING DATE – To be announced.

IX. ADJOURNMENT – The meeting ended at 12:32 p.m.

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Auditing Administration Specialist

  
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Tod Wilson – Chair

8-30-19  
\_\_\_\_\_  
Date

DJB