

**HOUSTON INDEPENDENT SCHOOL DISTRICT
MINUTES OF THE BOARD AUDIT COMMITTEE**

September 9, 2019

2:00 P.M.

MEETING CALLED TO ORDER 2:02 p.m.

PRESENT:

Committee Member	Status	Arrived	Departed
Holly Maria Flynn Vilaseca	Present	2:02 p.m.	
Anne Sung	Present	2:02 p.m.	
Sue Deigaard	Present	2:02 p.m.	

Staff

Garland Blackwell, Chief Audit Executive
Elneita Hutchins Taylor, General Counsel
Vermeille Jones, Director, Board Services
Liping "Lee" Huang, Audit Manager, Support Services
John Gerwin, Manager, Construction Audit
Glenn Johnson, Manager, Internal Audit
John Kurth Dohmann, Ethics & Compliance Manager

Other

Lisa McBride, Partner, Thompson Horton
Dr. Doris Delaney, TEA Conservator

ITEMS DISCUSSED

• **APPROVAL OF MINUTES**

On motion by Trustee Deigaard and seconded by Trustee Sung, the minutes for the May 16, 2019 meeting was approved 3-0.

• **WEAVER MID-AUDIT UPDATE**

• **LEGISLATIVE BUDGET BOARD UPDATE**

A legislative update was provided to committee members for their review. Trustee Deigaard asked when the committee members would be allowed to view the findings that

were currently pending. Trustee Flynn Vilaseca responded that it was part of protocol to notify trustees when the finalized reports were ready. The findings should be available in October, once those findings were confirmed for accuracy, and a time for reviewing those reports would be scheduled by the administration.

She did want to ensure that the information did not sit on the shelf but that steps are taken to ensure that recommendations are carried out.

Trustee Sung commented that she had spoken with the former CFO who suggested seeking an external committee to oversee the process and ensure that the board receives updates on a consistent basis.

Trustee Deigaard suggested requesting a workshop in November via the board president after the finalized reports were ready. This would enable the administration, the superintendent, and the board to formulate an implementation plan.

- **CURRENT AUDIT PLAN PROGRESS**

Mr. Blackwell provided an update of the current audit plan progress. He pointed out that employee turnover within his department had impeded the ability to complete audits within specified timelines. Therefore, he would be sending an email to the board requesting approval to remove some of the audits and/or carry them over into next year's audit plans.

- **DASHBOARD UPDATE**

Mr. Blackwell informed the Committee that all 2018 audits were available on the Dashboard and that he was waiting for the administration to provide remaining audits completed prior to 2018. A go-live date for the Dashboard is expected in January of 2020. Elneita Hutchins-Taylor, HISD's General Counsel, asked Mr. Blackwell if the Dashboard would be brought back to the administration for additional vetting. He responded that he would follow up with members of the cabinet. His presentation was followed by questions and comments from Committee members.

- **CHIEF AUDIT EXECUTIVE (CAE) PROCESS AND TIMELINE TO DRAFT AND FINALIZE 2020 AUDIT PLAN**

Mr. Blackwell provided the Committee with the process and timeline to draft and finalize the 2020 audit plan. He reported that the development process was a year-round progression of requests from principals to review audit sources such as activity funds, and he felt obligated to make sure that he gets those completed. He stated that an Enterprise Risk Assessment video would be ready at the next Audit Committee meeting.

Due to technical difficulties, an audio-visual recording of this meeting is unavailable.

- **AUDIT COMMITTEE LAST QUARTER WORK PLAN**

An audit plan will be presented to the Committee in October and to the full board in November.

- **UPDATE ON THE ETHICS AND COMPLIANCE TEAM**

Mr. Blackwell presented to the Audit Committee members a list of new team members and indicated that he did not currently have a compliance investigator in place. Trustee Sung asked about the pay range for that vacancy. Mr. Dohmann, Ethics and Compliance Manager responded that the salary range is approximately \$80,000 for an investigator. Ms. Hutchins-Taylor added that a transitional, informative meeting with Legal and HR had already occurred. She also suggested a change in title for that position.

MEETING ADJOURNED TO CLOSED SESSION AT 3:15 pm.

MEETING RECONVENED IN OPEN SESSION AT 4:30 pm

MEETING ADJOURNED AT 4:30 pm