

Houston Independent School District
Board Audit Committee Meeting
June 22, 2017
2:25 PM

Board Members Present: Anna Eastman, Jolanda Jones and Michael Lunceford
Legal Counsel: Catosha Woods, HISD Deputy General Counsel
Arturo Michel, Thompson & Horton
HISD Staff: Garland Blackwell, John Gerwin, Stephanie Sandifer,
Glenn Johnson, Catosha Woods and Peter McParlane

I. Call to Order

Anna Eastman called to order the Board Audit Committee meeting at 2:25 p.m. on June 22, 2017.

II. Roll Call

Board Members present: Anna Eastman, Michael Lunceford, Jolanda Jones

Other Attendees:

Catosha Woods, HISD Deputy General Counsel
Arturo Michel, Thompson & Horton
Garland Blackwell, Chief Audit Executive
John Gerwin- Mgr, Construction Audit
Glenn Johnson - Mgr, Internal Audit
Stephanie Sandifer - Mgr, Internal Audit
Peter McParlane- Mgr, Investigations

III. Consideration and Approval of Minutes from Previous Meeting

On motion by Michael Lunceford, seconded by Anna Eastman, the motion to approve the May 11, 2017 board audit committee meeting minutes passed unanimously. (2 for, 0 against)

IV. CHIEF AUDIT EXECUTIVE'S ACTION PLANS REGARDING HIS INITIAL ASSESSMENT OF THE INTERNAL AUDIT DEPARTMENT AS PRESENTED AT THE MAY 11, 2017, AUDIT COMMITTEE MEETING

- Securing of audit office space: Met with facilities and discussed options to enclose. Hopeful that project will be completed by the end of August at the latest.
- Continue working with staff on applicable auditing standards; copies of Red Book and Yellow Book were obtained for all staff and ongoing training will be provided.
- Departmental Goals
- Measuring Our Internal Audit Performance
- Reporting Audit Findings

- Systemic Audit Issues
- Untimely Audit Reporting
- Department Staffing Level
- Succession Planning for Management Team
- Training Program
- Consulting Services
- Quality Assurance and Improvement Program
- Professional Certifications
- Construction Audits
- Risk Assessments and Annual Audit Planning
- Timeliness of Legal Reviews of Internal Audit Reports
- Annual Audits
- Audit Committee Training
- Continuous Monitoring
- Follow Up Audits
- Interim CAE

- V. Closed Session 2:55 p.m.
- VI. Reconvened to Open Session 3:20 pm
- VII. Meeting adjourned 3:20 pm