

**HOUSTON INDEPENDENT SCHOOL DISTRICT
BOARD OF EDUCATION
BOARD AUDIT COMMITTEE MEETING REMOTE VIA ZOOM
APRIL 30, 2020 – 3:00 P.M.**

The Board Audit Committee meeting was called to order at 3:05 p.m.

Present:

Committee Members	Status	Arrived
Holly Maria Flynn Vilaseca	Remote	
Anne Sung	Remote	
Daniela Hernandez	Remote	
Judith Cruz	Remote	

Staff: Garland Blackwell, Chief Audit Executive
Silvia Trinh, Chief of Staff
Vermeille Jones, Director, Board Services
Liping “Lee” Huang
Glenn Johnson
John Gerwin
Tammi Mitchell
Douglas Moore

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

Committee Chair Trustee Vilaseca called the meeting to order at 3:05 p.m. and stated that the board members present, via Zoom, are Trustee Sung, Trustee Hernandez, Trustee Cruz and herself.

Approval Of Minutes From Meeting Held On March 2, 2020

On motion by Trustee Cruz, with a second by Trustee Hernandez, the minutes of the Audit Committee Meeting held on March 2, 2020, were approved by a vote of 4 to 0.

Items Discussed

Trustee Vilaseca: Indicated the agenda items were in the same order as the agenda packet and that the packet would be reviewed as it had been produced. She specifically named each agenda topic to be discussed and stated that after they will go into Closed Session. She then shared the documents on her screen.

OFFICE OF INTERNAL AUDIT - AUDIT PLAN

Trustee Vilaseca: What is the process for pulling the audit plan together?

Garland Blackwell: The audit plan is a living process that considers an Enterprise Risk Assessment. We met with board members, the superintendent, other cabinet members,

as well as others. Input is received from a variety of sources then the most important topics to the district are put into the draft plan, the Audit Committee reviews it, and it culminates into a final audit plan that the Audit Committee and the full board approves. Then it is executed to the best of our ability with the assistance of three or four external firms in the course of a year. The audit plan is broken up into three categories: Education Program (headed by Dr. Tammi Mitchell), Financial and Operations Audits (headed by Glenn Johnson), and Construction Services (headed by John Gerwin). The fourth area is Information Technology where audits are done by the internal audit group as well as an external group.

Trustee Vilaseca: This plan is what drives the bulk of the work of the Audit Department. The board approves the plan and Garland's team conducts the audits or they work with outside entities to conduct special audits, i.e., IT audits. They do a risk assessment and determine priorities based on their research, based on conversations with the superintendent, based on things that may have arisen over the course of the prior year and those things are built into the plan. The plan is one-year. The plan that the board approved in December was a six-month plan as we were transitioning to make sure that this audit plan more closely aligns with the evaluation cycle of the Chief Audit Executive (CAE). We want to make sure that the board approves this plan in June so that implementation can start in July.

Trustee Sung: Will you highlight, from the risk assessment, areas that informed the audit plan?

Garland Blackwell: (1) Campus Emergency Management and (2) Policy Administration. COVID-19 is not in risk assessment, but it is a current issue and we need to talk about whether we pursue this or not.

Trustee Sung: Were you able to talk to all nine trustees to get their input into this plan?

Garland Blackwell: Yes, for risk assessment all trustees were contacted and provided the opportunity to provide input. We did that also with the administration.

Trustee Vilaseca: The four new trustees have not had the opportunity to weigh-in. But two will have the opportunity as they are on this committee. When will the other two have the opportunity?

Garland Blackwell: They will be contacted during the next risk assessment process, within the next couple of months. During the summer or August/September timeframe.

Education Program

Trustee Sung: What is happening currently regarding the Special Education audit?

Garland Blackwell: In process of doing it. We contracted with an external firm to work with us on that one. Want to make sure we are doing our best while at home and keeping track of special-education students. We can give attention to it in the audit plan.

Trustee Sung: I remember that being about training for general education teachers in special education. With the Coronavirus and all children being placed at home, it's difficult to provide a lot of special-education services. I want to make sure we are doing our best to provide those services. Also, that we are keeping track of compensatory education that we owe to special-education students. Can it get attention in this audit plan?

Garland Blackwell: Dr. Mitchell, was Trustee Sung's concern discussed with the firm working with us on a consulting basis, or do we need to do that as a separate audit? Is there an audit we can pull out to include Trustee Sung's question?

Tammi Mitchell: It will probably need to be a separate audit. Some of the issues that she is bringing forth did arise, secondary issues and tracking, as we looked at professional development. Yes, it is worth exploring for next year.

Trustee Hernandez: Is the LPAC audit different from this or is that something that your department would audit, or is that a different kind of audit?

Trustee Cruz: LPAC is a committee on each campus that keeps a file on all English language learners, and they determine when a kid exits bi-lingual education.

Tammi Mitchell: Actually, an audit of ELL exits was done a couple of years ago. We can go back and review that. I'm not sure if a follow-up was done yet. I can review that to determine how your concerns fit in and if that needs to be an additional audit or part of a follow-up.

Trustee Hernandez: Any recommendations on how often to do audits for ELL students or LPAC audits?

Garland Blackwell: No, there is no set procedure. For follow-up audits, we try to determine which audits we have done in the past that hold importance or risks. This is a draft plan so follow-up audits can be given consideration.

Trustee Vilaseca: For the June board meeting, when does packet need to be ready?

Vermeille Jones: May 26 at 3:00 p.m. is final print deadline for June 11 meeting.

Trustee Vilaseca: So, we will see the modified audit plan at Agenda Review.

Trustee Cruz: How do you prioritize audits?

Garland Blackwell: A lot of judgement. The risk assessment is the guiding principle, trustees' input, superintendent's input, cabinet, and things important to the Audit Department.

Trustee Vilaseca: Do you also consider the financial impact and potential legal implications that could arise if things are not addressed as part of the risk assessment and your professional judgement in prioritizing these things?

Garland Blackwell: The financial aspect is probably low on the list. Risk is more pertinent.

Sylvia Trinh: Regarding information on LPAC (Language Proficiency Assessment Committee). We review and monitor compliance (mid-year and end-of-year). Done through our Multilingual Department every year.

Trustee Cruz: Regarding carryover audits – is it because of COVID-19 or other reasons?

Garland Blackwell: Primarily because of COVID-19 and its impacts on the Audit Department's operation.

Trustee Cruz: For ones that are not affected by COVID, why?

Garland Blackwell: For instance, Equity & Equality. Administration staff thinks this might be a duplicate effort because they have a study going on which may take about a year or so. There are huge differences between a study and an audit.

Trustee Cruz: I am curious as to my colleagues' viewpoints?

Trustee Sung: I think it's nice to get multiple viewpoints, but we are also short on resources. Maybe something we come back to.

Trustee Hernandez: Maybe the audit objectives can be more laser-focused, in that way we don't double-up as much.

Trustee Vilaseca: Maybe we could get a different viewpoint as to where we stand as a district. I think that would be helpful. Make sure that we are not duplicating efforts.

Tammi Mitchell: I spoke with Dr. Cruz, the point person for the district, and the go-between Hertz and HISD. I also spoke with Dr. Matney and a couple of others in leadership and the feedback that I received is that they understand the difference between an audit and a study, but the concern is access to resources in terms of pulling the data for both our department and Hertz, her participating in interviews, and some staff members don't have access to VPN in terms of pulling the data that we might need, so it might be slow to get that information, and it puts a strain on those folks who do have access to VPN and who would be involved in the audit process and also involved in the Hertz study.

Trustee Sung: Generally, it's helpful to get an audit of an education program even if our Research & Accountability have studied it, it's a different look at it – which is valuable to the board. But I also understand the issue of access to staff, especially at this time. Maybe this is something we come back to later.

Trustee Vilaseca: Equity is something that is a part of our vision and is a priority for the board. If we can get a different viewpoint and more information to be informed on where we stand as a district on this, it would be helpful. Especially as we work on refining the definition of equity and how we want to continue to approach equity through the different policies that we have as a district.

Garland Blackwell: For each of these audits, including Equity & Equality, the audit planning phase is one of the most important things we do to try to scope out the objectives. There is an opportunity for us to work with the administration to determine what the scope will be so that we don't overlap the study too much, and also be able to get a draft report to the stakeholders in a timely manner while the study is still going on.

Trustee Vilaseca: Comments and Notes Regarding Education Programs: COVID-19 vs. Corona 19, Equity & Equality, Campus Emergency Management Plans.

Financial and Operations Audits

Trustee Vilaseca: Have any of these audit topics resulted from recommendations from the Legislative Budget Board? Or, since the administration is addressing some of the LBB recommendations, will the Audit Department?

Glenn Johnson: Normally when we do an audit, we look at the LBB report to see how that may impact our audit. We do consider that when we do our plans for the audit. So many times, we have overlap.

Garland Blackwell: It is in draft report phase right now and will be issued soon.

Trustee Vilaseca: Carryover audits (7) – anything other than COVID? Anything the board needs to be aware of, for instance staffing, or anything else regarding carryover audits?

Glenn Johnson: One position has been open for quite a bit of time now, primarily because the candidates that we selected, decided not to accept our offer because of salary. Some of the audits (approximately 3) were started but we were unable to complete them because of management's request to reschedule, i.e., Accounts Payable. To be on the safe side we included them in the next audit plan.

Garland Blackwell: For example, the Accounts Payable audit is in draft report phase right now. The audit work has been done and discussed with the controller and accounts payable manager. The accounts payable manager told us that the issues we discussed were relevant, so we do need to issue that report.

Construction Services

Garland Blackwell: First three areas should be checked as carryovers from the 2020-21 Plan.

Trustee Vilaseca: John, can you explain what CMAR represents? [Note: John having technical difficulties entering the Zoom meeting].

Garland Blackwell: CMAR stands for Construction Management At Risk. It is the primary construction management tool used by the district. John Gerwin is responsible for managing audits in the Construction Services area. We are trying to do a balance between new audits and follow-up audits.

Trustee Vilaseca: Is John's position as the Construction Services Audit Manager still funded by 2012 bond?

Garland Blackwell: Yes. It is. Also, the last four audits on page 11 will be done by June 30.

Trustee Cruz: On page 10, Nos. 2 & 3. It says that Construction Services postponed the effort, can you explain that?

John Gerwin: Was for the November bond rollout.

Trustee Hernandez: Regarding the bottom four on page 11, there were audits performed and you are going back to see if recommendations have been implemented?

John Gerwin: Yes, they should not have been on list. They have been done.

Trustee Sung: One of the LBB recommendations was about custodial contracts management. Is the audit plan an appropriate place to look at controls around that?

Garland Blackwell: Can add a review of contract services; we would need to formalize what the objectives would be and the scope.

REVIEW INTERNAL AUDIT BUDGET AND ADVISE BOARD ON RECOMMENDED RESOURCES TO ACHIEVE THE INTERNAL AUDIT PLAN

Garland Blackwell: Two additional things happened for the budget: (1) gave back position to department and (2) Dr. Lathan honored budget request to get through audit and do legislative investigations. Fourteen percent increase in budget. Want to be sure audit plan will be adequately funded. No additional funding required. We use three external firms to assist us.

Trustee Vilaseca: Based on the 2020 plan, do you have everything you need to meet your goals for the upcoming year?

Garland Blackwell: Yes, we are trying to make sure that the audit plan will be adequately funded by this budget. I think it will be. I don't intend to ask the board or Dr. Lathan for additional funds at this time. We do use some of these funds to hire external firms, particularly when they have expertise that our team does not have.

Trustee Vilaseca. Elaborate on your use of external firms to help fill in some of the gaps that your team has; is there anything that you have to enhance the learning and certification opportunities for the internal auditors on your team?

Garland Blackwell: Yes, federal government standards require for governmental departments, like ours, to complete 80 hours of continuous education over two years. Of that 80 hours, 40 hours must be government-related. Each year, my team and I prepare a professional development plan that addresses needs of the audit plan as well as addresses professional development.

Trustee Sung: Is the Internal Audit Department fully staffed at this point?

Garland Blackwell: In Internal Audit we have one vacancy (Junior Auditor Position). Should get on-board as soon as possible.

Trustee Sung: Are salaries currently an issue with filling positions and keeping them filled?

Garland Blackwell: Salaries is an issue. We typically end up picking our 2nd, 3rd, or 4th choice. There is a compensation study that is underway or will happen in my understanding and maybe the results of that will not only help the district but will help our department as well.

Trustee Sung: Is it your preference to wait on that rather than addressing it in this budget?

Garland Blackwell: It is a two-sided situation. On the one hand I would love to do that; on the other hand, I know that Dr. Lathan has already taken measures to help us out with those vacant positions. So, while the answer is yes, we could use more funding to do things, Dr. Lathan's administration also needs funds to do things.

Trustee Sung: Regarding ethics, how far are the backlogs on the hotline?

Garland Blackwell: We have a report later to go through with you.

Trustee Sung: I want to make sure that we are funding our Ethics Departments at such a level that we are not having multi-year backlogs on our ethics hotline. I know that we have made progress on that, but I want to know.

Garland Blackwell: Let's address it later when we go through the list because then we would be looking at the document and addressing the question at the same time.

Trustee Cruz: How do we compare to other school districts in terms of the audit department's salaries?

Garland Blackwell: At a broad level, surrounding districts' salaries for public schools tend to be even lower than ours. I don't have any empirical or other type of evidence to support that, but just from talking with some colleagues over time.

Trustee Sung: Some school districts do not even have an internal audit department, so you have to go farther abroad to look at comparable school districts in Texas, i.e., Dallas ISD has a bigger budget than Houston does, even though they are smaller.

Trustee Vilaseca: I just want to make a note that Trustee Deigaard, our board president, was on this committee but she is no longer an official committee member. I noticed that her name was still on here, if you could make sure that adjustment is made because this is a public document. We don't have five members on this committee, that would be a quorum of the board.

PROGRESS MONITORING OF INTERNAL AUDIT PLAN, DISCUSSION OF SPECIFIC AUDITS, ETHICS AND COMPLIANCE UPDATES

Garland Blackwell: On this chart, you can see each of the audit practice areas and the items that we are currently working on. I would ask that you not be too concerned about the complete column showing 0% and focus more on the status of items that are underway. Several reports are waiting my review that are going to be summarized this year, and, also the shutdown impacts our work. That's why we identified items in the audit plan that will be carried-forward to the next fiscal year's plan. If they weren't identified as carry-forward, then we fully intend to get those completed by June 30.

Trustee Vilaseca: Later, we will be discussing the progress on the audit dashboard and we will be able to talk about these things, and see those things, committee and full board.

REVIEW RESPONSES TO SOLICITATION FOR COMMUNITY VOLUNTEER TO JOIN AUDIT COMMITTEE

Trustee Vilaseca: Lisa, we have a response to our solicitation for community volunteer to join the audit committee, can we discuss? Can we talk about it generally here? Do we then talk about it in closed session?

Lisa McBride: Since the person is not an officer or employee [that section that allows you to discuss it in closed applies to those two categories of people], we have to be in open, so if you just want to talk generally without identifying the person's name. If you don't want the name to be part of the public record of this meeting, then you may not want to flash the document on the screen. A copy was e-mailed to committee members so they can follow along on their own computers.

Trustee Vilaseca: The person has a very strong resume and I think would be a great asset to our team so long as the other questions don't serve as barriers to her joining us, not in an official capacity, but as a volunteer to provide some additional insight and help with some of the financial audit conversations and things of that nature. Lisa, are we allowed to look at our email right now, and then discuss? Is that permissible?

Lisa McBride: Yes.

Trustee Cruz: As long as we don't mention her name, right?

Lisa McBride: Yes. If you don't want the name to become part of the record, because we are recording.

Trustee Cruz: In terms of the questions, conflict of interest, she can commit to the time, and has the expertise we are looking for.

Trustee Sung: Does she have experience doing internal audits or reviewing financials for public entities like Houston ISD? She mentions companies, is there any difference in the financial statements, how you present and how you would review them?

Trustee Sung: Can you tell us if there is a difference?

Garland Blackwell: There are some differences, but globally speaking, at a high level, they are similar. There are governmental accounting standards that are followed that may be different from financial accounting standards that a company would apply.

Trustee Sung: I see she sits on the advisory board for a university's internal audit program so that we would be closer.

Garland Blackwell: It depends on if that university is private or public. If private, the financial statements would be like corporate standards. If it is public, that means that governmental accounting standards would apply.

Trustee Cruz: It looks like it is a public university.

Trustee Vilaseca: Lisa, does anything need to be run through HISD Legal or Ethics & Compliance as part of next steps before inviting her and making sure that everything is clear, if the committee wishes to do so?

Lisa McBride: It depends on if you were going to make certain kinds of conflict of interest issues applicable to this person the same way as they would be applicable to a board member. I don't suggest it would because this would be a community advisor, so that she would not be related within the third-degree affinity with someone who is employed by the district, probably is not a reasonable restriction but that would be something that typically would be run through HR or through Ethics and Compliance.

Trustee Sung: We did have a question about that, it is one of the four questions we asked.

Trustee Vilaseca: Could we read the questions that were asked about the conflict of interest and nepotism?

Trustee Cruz: [Read questions].

Lisa McBride: For those first two questions where she answered that she is not currently doing business or anticipated to do business and is not related and she said 'No', we could have Ethics and Compliance confirm that as well (those two responses). It's similar to what they do for board members in respect to vendor contracts.

Trustee Vilaseca: Okay. We need to pass information to Kurth, right?

Kurth Dohmann: If they want us to look at the same conflicts that we review for the board members, then, yes, they can send that to me.

Trustee Vilaseca: I'll go ahead and send that to Kurth and we will get the second level of clearance and if everything comes back, we can reach out to that volunteer.

Lisa McBride: I looked at your charter and your charter says that the committee makes recommendations to the board. So, is it something that perhaps you want to place on the

June agenda, if all's clear from Ethics and Compliance, to make this addition to the committee?

Trustee Vilaseca: Is that for volunteers as well?

Lisa McBride: The charter says recommend to the board as necessary the appointment of community advisors to the audit committee.

Trustee Vilaseca: Our next meeting isn't until August so that would give Kurth/Garland enough time to run her name through the system to get that second level of clearance, and then we can make that recommendation to the board and the board can vote on it at the June meeting.

Trustee Sung: Do we want to invite her to June board meeting. and tell her we are running her name.

Trustee Cruz: I'll put that on her radar, so that she can be prepared.

Trustee Vilaseca: Just let her know that we are running her name as part of our process. Check that she is comfortable with that too.

REVIEW AUDIT DEPARTMENT CHARTER

Trustee Vilaseca: Garland Blackwell sent us an email yesterday with the updated Audit Charter. Are there any questions or comments from my colleagues?

Trustee Sung: Can someone review the process, what is the history of this document, what is the usual process for reviewing it, and what are the things you are recommending for change.

Garland Blackwell: This document is the standard practice in the internal audit profession. The standards are called the Red Book. Our standards require us to have a charter and this charter is drafted after a model charter that the Institute of Internal Auditors created. This is also a document that will be reviewed when we have a department assessment between now and the end of June. This is a document that we need to have trustees review and approve.

Trustee Sung: Are there any parts that you want to call to our attention for review?

Garland Blackwell: For the two new trustees to the committee, there may be some buzz words that you may not be familiar with, for example, internal auditors will disclose any impairment of internal auditors' independence. Independence and objectivity are at the top of the list of importance to us; it is our ability to do the work. If we are dependent or have to operate subjectively, as opposed to being independent and objective, it can result in drastic differences in our work.

Trustee Vilaseca: On Page 4. The Chief Audit Executive will report "periodically" to the board and senior management regarding... should it be more specific, should it be

quarterly? Should it be twice a year? I know that we are going to have access to real-time data available on the audit dashboard but if we do change this language, Lisa does that mean that policy somewhere needs to be in alignment?

Trustee Cruz: I would like it to be specific. I think that helps us and Garland know and hold the people we need to be accountable.

Trustee Hernandez: Agrees, even though we have a dashboard. I would still like an in-person update.

Trustee Vilaseca: As a board member, every three months a summary update as to where you are making progress to your audit plan and any issues could be raised so that we can at least hear that information. I don't think it has to be anything long.

Trustee Sung: Something we need to think about is how information gets to the full board and whether that is a committee flag thing or whether there is a regular time. Reporting to the full board is important.

Trustee Hernandez: How often do you plan on updating the dashboard?

Garland Blackwell: I intend to update the dashboard in real time to the extent that we can. Reporting to the board quarterly, that is the norm that I am accustomed to in experiences, but we need to follow the guidance of the board and try to satisfy that.

Trustee Vilaseca: We do have quarterly audit committee meetings and we go into lots of different areas that are more in-depth. For the full board just to get an update, a summary report on the progress of the plan, that the full board approves on a year-to-year basis would be helpful.

Garland Blackwell: I think we should follow the direction of the board. Whatever periodically means to the board, they can just tell us that and we can do our part to honor that and make sure that we do so timely.

Trustee Vilaseca: It looks like the bulk of your performance review is on your completion of the plan along with the three organizational goals that you set for yourself and is approved by the full board. Having that quarterly check-in helps keep the board informed of your work and then once it is time for the full-board to weigh in on your evaluation, they have had a glimpse of what your completion has been to date.

Lisa McBride: I just did a quick search of your policies and the committee charter and I didn't see anything that would say that you could not do a quarterly update. I didn't see anything inconsistent to what you are proposing to do.

Responsibility

Trustee Vilaseca: We need to talk about meeting with each trustee individually to discuss areas of concern that can be used as part of assessing risk and incorporating it in the yearly audit plan. We are referencing it in the Board Operating Procedures Manual, and there should be some alignment here with your Audit Department Charter.

Authority

Trustee Sung: Page 3. There are a few bullets here that Lisa could probably help us identify language that should not be there. We are in an advising role to the board and I would like to ask Lisa to look at all bullets and make appropriate changes per our audit committee charter.

Trustee Vilaseca: Would it be helpful to make notes and send this version to you?

Lisa McBride: You can, you can do it now live or offline.

Trustee Vilaseca: I will put a little comment here and send it to you and then you send to Garland. This internal audit department charter, we just need to review it, it does not need to be approved by the full board, is that correct?

Garland Blackwell: I don't know of any requirement per se. I think this document can be modeled to fit the needs of the committee and the board overall. This is modeled after the IAA's charter, but we have flexibility to change it to fit the needs of HISD.

Lisa McBride: The only thing I'm looking at is whether in your committee charter there is a statement about the committee reviewing and making recommendations about the department charter to the board for approval?

Trustee Vilaseca: Because this is about the work of the Audit Department, it is not board work, it probably makes sense for us to review it and make sure there is congruency between the audit charter and anything else, i.e, advisory board rather than final decision-making. Just to make sure that that's clear here; it's just the board reviewing here, I don't think there is any further action that needs to be taken by the full board.

Trustee Sung: The Introduction it says the internal audit activity established by the HISD board, audit committee or highest level of governing body. If the authority derives from the board, I would think the board would have to approve it.

Lisa McBride: What it says in your committee charter is that internal audit charter, and I don't know if the internal audit charter is the same as the internal audit department charter, it says review the internal audit charter, this is what the committee does at least on an annual basis. It makes recommendations to the board of any necessary changes.

Trustee Vilaseca: This is going to come forward to the board. By May 26 it needs to be finalized for print after Lisa has reviewed it, we discussed it here, you have merged comments and you make sure this is ready for print on May 26. This item, your audit plan, and our recommendation for the community member that's going to be joining our team, is going to go forward for board approval. Those things are going to be going forward for the June agenda at the regularly scheduled board meeting. Any other notes or comments? Will management response also be included on the audit dashboard?

Garland Blackwell: Lee, can we have that functionality added?

Lee: Sure

Trustee Vilaseca: Any other questions colleagues about the Audit Department Charter? Lisa, I am going to be sending this to you for your review and make sure there is congruence and alignment with any other policies including the audit committee's charter. You will be sending back to Garland who will merge everything and get that final document to Board Services by May 26 – 3:00 p.m. What do we need to do to make sure that the document that we worked on here will be the document that gets posted publicly?

Garland Blackwell: I can give you a corrected copy. I will work with Board Services to make sure that we do what's necessary in a manner that they would require.

Vermeille Jones: If we are provided the correct copy, we will get the correct copy uploaded. We normally don't post things until after you guys have approved the minutes, so you want this posted now? Approve minutes at your next meeting?

Trustee Vilaseca: At our next meeting. But just so that you have it and it is off our minds. But that's a long time before our next meeting, August 10. And this is backup, minutes are something separate. Should the backup be provided, should we start implementing that as practice. Is it okay for me to talk about that Lisa?

Lisa: Yes, that's fine. It depends on whether you as a committee want, as part of your meeting notice, to post the backup items that go with it.

Trustee Vilaseca: Yes. I know that other school districts have a practice of posting the back-up with the posting as well. So, everything that is going to be discussed is also accessible on-line. I don't know if that requires a policy change or that is just how we would like to make sure that we continue to do business with this committee moving forward.

DISCUSS CHANGES TO AUDIT PLAN AS RESPONSE TO COVID-19 EMERGENCY

Garland Blackwell: These are impacts that we see from our perspective, we haven't had a chance to talk with the administration directly on some of these to get their view. This is how I and the management team, and the Internal Audit and our Ethics and Compliance team have seen the impacts on our work. It also caused some of the audits that we have in the carry-forward in the audit plan because we are hoping that when we get back to normal that we will be able to accomplish these tasks.

Trustee Sung: Is there anything that we can help address, like lack of WiFi, access to the internet?

Garland Blackwell: My audit manager teams and I have adequate access, but some of the staff on the administration side did not have access so if we needed to ask for a document that person might not be available because of a particular situation or

available but don't have VPN access to get documents to us. Not everyone in the district has VPN access.

Trustee Cruz: Is there a plan for other departments to get VPN access? It just seems pretty vital, not just to your work, but to work in general of the district.

Garland Blackwell: There might be one in the administration, but I am not aware of it.

Silvia Trinh: Garland, if you still have personnel that needs access, just e-mail Scott Gilhousen. We have all had to do that. Some of us have it automatically, I think you and your senior leadership have it automatically. If we needed to request it for administrative assistants, for example, if they needed to access anything, we needed to request it from Scott.

Garland Blackwell: Silvia I think it is not for us necessarily, but more with people we have to work with to retrieve documents.

Trustee Vilaseca: If that is the case, it sounds like the administration needs to be made aware, have you had an opportunity to bring it to the attention of the superintendent?

Garland Blackwell: No, I have not directly. We have been working with the IT Department. Scott Gilhousen's area and his team members have helped quite a bit, but we could use some assistance in terms of staff having access.

Silvia Trinh: It's a technology security issue, not money. Just talk to Scott. Inform Gene Salazar if need to go into the building. No more than 10 people.

Trustee Vilaseca: Merits a conversation with the superintendent. It gives the committee an opportunity to understand what your team is going through. It's probably reflective of other departments. If there is anything you need us to raise outside of the conversation that is a check-in with the interim superintendent and managing some of these things and how this is affecting the board or your staff. Let us know if we need to ask questions as well and try to advocate to get wi-fi and assistive technology. Colleagues, anything else on this one?

DASHBOARD UPDATE

Lee Huang: Provided a high-level overview of the dashboard, as reflected in the Audit Dashboard Update handout. Made a correction to state that the dashboard was launched on April 22, 2020.

Trustee Cruz: Who do we send our comments to?

Lee Huang: Send to me and to Mr. Douglas Moore, senior auditor (a 4/22/20 e-mail was sent that provides contact information).

Trustee Vilaseca: Maybe we can add an appendix or something with the Get Help document—a one-pager on the purpose, board access, and how to request trainings.

New board members need to know where to go, how to access the dashboard, how to use the dashboard and any additional trainings (i.e., how to interpret the reports).

ETHICS AND COMPLIANCE UPDATE: STATUS OF ALERTLINE CASES

Kurth Dohmann: The reason the document shows a transition date of 8/15/19 is because that is when I started. There was a total of 77 cases. From 2017 to 2019, there were 223 new cases. Since I have been here, we have closed 260 cases; 40 cases remain. The only old outstanding case that remains is from 2017 and that was done by Whitley Penn who provided a draft, and that draft is currently with Garland. There are not any major, urgent or noteworthy cases we are working on right now that would bring any bearing to the Audit Committee.

Garland Blackwell: I interpret that to mean there is no issue in any these cases that are open that is sensitive enough or important enough that we need to spend time with the Audit Committee?

Kurth Dohmann: Correct, there are no Closed Session materials here warranting the Audit Committee to discuss at this time.

Trustee Sung: Do I understand that there are no outstanding backlogs from previous years at this point?

Kurth Dohmann: There are 13 cases from 2019 and one from 2017, and the rest are from 2020.

Trustee Vilaseca: And the one from 2017; it's sitting somewhere.

Kurth Dohmann: It is a Whitley Penn investigation. I am not sure how long the draft has been in existence, but I found out about it in August when I started. I contacted them and they sent me the draft report in September, and Garland has that right now.

Trustee Hernandez: I have a clarification on this chart, it says opened 4/21/2020. Those are cases that are open, or they were opened on that date?

Kurth Dohmann: They are open as of right now (ones that are currently open today).

Trustee Hernandez: They didn't open in the past few days?

Kurth Dohmann: They are like the total column.

Trustee Vilaseca: Do we have an estimated time as to when the backlog ones for 2017 and 2019 will be closed out?

Kurth Dohmann: 2017, I'm not sure as that was an external investigation, Police Department overtime stuff. Being the draft report is still being reviewed, I'm not even sure that they have had a closing meeting.

Garland Blackwell: So, this is one we have had to commit to looking at closer, you and I can look at the status today or tomorrow and look at the actual going forward that we will do.

Audit Committee Meeting – Open Session closed at 5:32 p.m.