



**INFORMAL MINUTES**

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A meeting of the Board's Audit Committee meeting came to order at 4:34 pm at the call of Chair Brim-Edwards in the Willamette Conference Room at the Blanchard Education Service Center, 501 N. Dixon Street, Portland, Oregon, 97227.

**There were present:**

Audit Committee Members

Julia Brim-Edwards - Chair  
Michelle DePass  
Andrew Scott  
Kari Guy - Community member

Other attendees

Kathy Brady - Auditor, Sjoberg Evanshenk Consulting  
Eder Campuzano - Reporter, Oregonian  
Marina Creswell - Senior Director, Office of School Modernization  
Tim Gillette - Talbot, Korvola and Warwick  
Janise Hansen - Lead Internal Performance Auditor  
Claire Hertz - Deputy Superintendent, Business and Operations  
Dan Jung - Chief Operating Officer  
Cynthia Le - Chief Financial Officer  
Lien Luu - Auditor, Sjoberg Evanshenk Consulting  
Rosanne Powell - Senior Board Manager  
Mims Rouse - Executive Director, Coalition of Black Men

**Bond Performance Audit**

Kathy Brady provided an overview of services provided and the process followed for the 2017 bond performance audit. Chair Brim-Edwards asked what time period the audit covered. She replied they reviewed April 2017- to March 2019, but now that they were current, they will audit on a yearly basis. Director DePass asked how they determined what to audit. Lien Luu responded that they work with staff to determine that. She then gave an overview of findings including the 2012 projects, with change orders. Kari Guy asked who is responsible for tracking follow up on prior recommendations. Marina Creswell responded that she tracks it and includes in her quarterly updates to the board. Chair Brim-Edwards would like to include these with the rest of the performance audits, as well as share out this information. She also would like to have a plan in place to complete Benson if there are not sufficient funds to do so, and for the board and the Bond Accountability Committee to be aware of what it would mean if Benson is not completed due to funding. Chair Brim-Edwards asked if some of the audit findings were due to capacity issues. Dan Jung said that some were and that he would like to bring on staff that is both funded by general and bond money for consistency throughout.

**Public Comment**

Mims Rouse: Executive Director of the Coalition of Black Men asked what the board should consider best practices for delivering this sort of information to the community and to consider what key performance indicators (KPIs) to include on a dashboard.

**Comprehensive Annual Financial Report**

Tim Gillette from Talbot, Korvola and Warwick gave an overview of this year's Comprehensive Annual Financial Report (CAFR). He noted that there were no key findings this year, and that things have continued to improve over the last couple of years. There was a small finding with calculating teacher experience, which they found in a sample review of reported and actual experience. Kari Guy wanted to know what the state does with that finding. Claire Hertz stated that since it was not significant, nothing is

done with it. There was discussion on how staff is capturing lease information upfront. The committee reviewed the draft resolution to accept the CAFR and approved moving to the board for action.

### **Review Audit Committee Work Plan**

The committee discussed the audit plan for the year, including a review of phase one audits, ACH audit, external financial audit, external Bond performance audit and the Office of Internal Performance Auditor administrative issues.

### **Secretary of State Implementation**

Chair Brim-Edwards said she spoke with Scott Learn, a senior auditor with the Oregon Secretary of State's (SOS) office, about follow up to the audit their office conducted. They will plan to check in on progress on our response. Chair Brim-Edwards would like to see a similar score-card to monitor the SOS audit response, as other score cards the district uses.

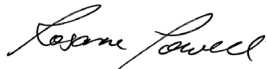
### **Contracts Audit Update**

Janise Hansen gave an update on the contracts audit. She thinks it will be complete by mid-January, with a report to the committee in March. The committee agreed that a draft would go to the committee before being shared with the board.

Chair Brim-Edwards adjourned the meeting at 6:30 pm.

The next meeting of the Audit Committee is scheduled for February 06, 2020.

Submitted by:



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Rosanne Powell, Senior Board Manager  
PPS Board of Education