

# ROCHESTER BOARD OF EDUCATION

## Special Meeting Minutes

June 20, 2017

### Minutes

**Attendance:** President White, Vice President Elliott, and Commissioners Adams, Cruz, Evans, and Hallmark; Auditor General Anissa-Henry Wheeler, Supervising Claims Auditor Deborah Manns, and District Clerk Shanai Lee

- I. President White convened the meeting at 6:00 p.m.
- II. **Speakers Addressing an Agenda Item:** No speakers were present
- III. **Presentation of Draft Corrective Action Plan**  
Auditor General Anissa Henry-Wheeler presented a draft corrective action plan for the Board's review and acceptance. The plan is in response to a recent audit by the New York State Comptroller of the District's Payroll and Procurement departments. Ms. Henry-Wheeler provided highlights of the Comptroller's findings and detailed processes and procedures that the District will implement to address the findings and recommendations presented in the audit.
- IV. **Consideration of Resolutions**  
**Motion to adopt Resolution No. 2016-17: 860** made by Commissioner Adams and seconded by Commissioner Evans. Adopted 6-0 with Commissioner Powell absent.  
  
Commissioner Evans left at 7:15 p.m.
- V. **Overview and Discussion of Claims Auditing Function**  
  
The Board received a presentation of the claims auditing function by Supervising Claims Auditor Deborah Manns. Ms. Manns spoke about the roles and responsibilities of the District's Claims Auditing department. She noted that the primary responsibility of the function is to ensure that only legitimate claims against the District are paid. Ms. Manns added that the Department works to ensure that proper documentation and itemization are provided, the payment is for a legal district-defined purpose, and the transaction was properly authorized prior to approving the claim and/or invoice for payment. She provided samples of invoices and spoke about the processes and procedures necessary to safeguard the District's resources.  
  
Commissioner Evans arrived at 7:27 p.m.

**VI. Meeting adjourned at 7:30 p.m.**