

Rochester Board of Education
Audit Committee Meeting
March 6, 2018

Attendance: Commissioners Elliott, Hallmark, LeBron. Financial Expert: Annie Sealy.
Board Staff: Ms. Henry-Wheeler and Mr. Brown from Office of Auditor General.

Commissioner LeBron convened the meeting at 5:07 PM.

- I. Approve Minutes from the December 5, 2017 Meeting:** Commissioner Elliot made a motion to accept the minutes and was seconded by Commissioner Hallmark.
- II. Proposed Audit Committee Meeting Schedule:** The Auditor General described the mandatory meetings and the RFP's in process for the external auditor, Workers Compensation Actuary, and Post-Employment Benefits. She described the relationship with the City of Rochester and responsibilities of the Audit Committee as it relates to the external audit RFP. Potential future meeting dates in May are dependent on who is selected for the District external audit.
- III. Review the Audit Committee Charter:** Commissioner Hallmark inquired about why employees cannot be members of the Committee with the reason that the Committee cannot be a public body in consideration of executive sessions. Chair LeBron explained that she had previously met with the Auditor General regarding the charter and concluded that no changes were necessary.
- IV. Review of External Auditor RFP:** The Auditor General stated that all proposals were obtained by the first of March. Commissioner Hallmark inquired about the differences between external and internal audit and the District's use of consultants. Commissioner Elliot inquired what the Committee is basing the RFP on and shared that she has working knowledge of all three respondents. The Auditor General described the criteria for evaluation of RFP responses to the Committee. There was discussion regarding diversity, MWBE, value of services, accountability, and overall tracking. Commissioner Elliott made a motion that Freed Maxick be recommended to the Board which was seconded by Commissioner Hallmark.
- V. Auditor General Update:** The Auditor General updated the committee on status of Office of State Comptroller Purchasing and P-Card concerns. Commissioner Elliott inquired about District compliance, accountability, and tracking knowing that staff change. The Auditor General obtained training sessions for District staff relative to PCARD. Commissioner Hallmark emphasized the need to recognize where the problems are. Commissioner Elliott suggested that the Executive Cabinet needs to hear from the Audit Committee chairwoman at least once per year regarding the compliance, tracking and accountability. All members present were in agreement.
- VI.** The meeting was adjourned at 6:29 PM.