

## Audit Committee Meeting Minutes - January 22, 2015

Present: Rick Walker, Laura Schulkind, Deirdre Burns, Tom Burnell

### 1. Community member on the committee.

- Reviewed press release - suggested some edits. Interested individuals can call or email Mary Ann Bovee and then will receive an application.
- Tom working with Donna Ellis to make it possible to complete the application on line. Otherwise, people will be able to print out a .pdf or get a copy mailed.
- Tom will send press release to newspapers and to K-12 email list. Will be posted on web site "news."
- Laura will send the press release to various RCSD related social media locations as well as other local web locations.
- Tom will email the whole "package" to the committee by the end of the day today or by tomorrow, including the revised press release along with the application and the introductory materials explaining the role and responsibilities of the committee and its members.
- The new deadline for applications is February 20. The committee will review applications at our next meeting, February 24.

### 2. Working with Vanacore on best practices.

- Our new contact at Vanacore is Donna Crowley. She provided the committee with a list of types of payroll department testing to assess effectiveness of practices and policies.
- The committee would like assistance in identifying weaknesses (some already called out in risk assessment) as well as guidance on improving operations in this area.
- It was decided that Tom ask Ms. Crowley to meet with us at our next meeting. The committee would like to meet with her (perhaps via Skype) in order to better understand types of audit testing and to decide on next steps and on costs. We would like her to review the previously completed risk assessment and make recommendations on appropriate testing. Money has been previously budgeted for internal auditing.
- Tom identified records management as an additional area that could be improved for greater efficiency. Laura asked if there is software that could help manage this paperwork heavy arena. None of the three software packages, including Infomatics, which we use, would meet all our needs. As well, other packages can have very high annual costs. Tom reported that many business officials are also concerned about privacy and cloud based storage of information.. The committee will discuss some of these issues with Vanacore: how are school districts around the state addressing these concerns?

### 3. Meeting with Claims Auditor.

- This annual meeting with Claims Auditor, Steve Bangert, will be scheduled for March.

Next meeting: February 24 at 1:30.

Agenda: review community member applications, meet with Vanacore rep.

Submitted by Deirdre Burns