

Audit Committee Meeting Minutes

January 13, 2016

Attendees: Deirdre Burns, Laura Schulkind, Paul Slayton, Rick Walker, Tom Burnell

Internal Payroll/Personnel Audit

Vanacore's Audit of the Payroll and Personnel functions of the business office were reviewed. Generally, the audit contained some suggestions for streamlining and ease of use but overall found that the files were well-organized. Auditors suggested that all employee forms be organized together rather than housing information in multiple locations.

Tracking graduate credits was called out as a potential place where payment errors could occur. Tom plans to enforce better documentation and proof of credits - both in-service and graduate. Tom has asked the Payroll clerk to outline processes and procedures to publish a procedural manual for the office. Once the outline is generated, more item-specific detail will be incorporated.

With the loss of the personnel clerk, the committee discussed the need to re-fill that position. The complexity of the job has become such that Tom will need to determine whether or not the existing staff can absorb the extra work, and if that is an effective use of their time.

Paul asked about the security of our banking information as well as credit union reports and wondered who audits our software providers? Though the District has multiple layers to insure cyber security and physical security, the idea of human intelligence should be addressed as well. With the proliferation of phone hackers, employees should be aware of potential threats. Should there be a Board or Audit Committee policy governing the handling of sensitive personal information?

The committee would like to revisit the suggestions highlighted in the Audit at the end of the year for a progress report.

Information Technology Audit

Given that the Comptroller's Office has been conducting audits of school districts' IT Plans, the committee had asked Tom and Steve Jensen to review the procedures we have in place. Understanding that we had very little formal documentation for a "plan," Steve reviewed the Comptroller's IT Governance documents to generate a check list for the District. The state outlines the following areas of concern:

1. IT Policy - documentation will be forwarded to the Policy Committee to begin research
2. IT Security Training and Awareness
3. Computer Hardware, Software and Data Inventories
4. Contracts for IT Services
5. Virus Protection
6. Patch Management (for software fixes)
7. Access Controls
8. Online Banking
9. Wireless Network
10. Firewalls and Intrusion Detection
11. Physical Controls
12. Service Continuity and Disaster Recovery

The committee is grateful that Steve has essentially performed the Audit for us. Now, plans need to be developed to address each of the 12 areas. Steve and Tom plan to meet over the next 6 weeks and will review their suggestions with the committee in March. At that point, we will be able to determine whether or not the monies put aside in the 2015-16 budget for Audit should be used for systems set-up and what funding levels would be appropriate in the 2016-17 budget to review the internal plan.

February 3, 2016 Meeting Agenda:

No February meeting.

March 2, 2016 Meeting Agenda:

Review Draft Technology Plan

Respectfully submitted by Laura Schulkind