



Florida School for the Deaf & the Blind

Do More. Be More. Achieve More.

MEETING MINUTES

AUDIT COMMITTEE

September 29, 2023, at 9:30 AM

Moore Hall 215, FSDB Campus

St. Augustine, Florida

Call to Order

Mr. Hadley called to order the meeting of the Audit Committee at 9:30 a.m.

Roll Call

Committee Members Present: Mr. Terry Hadley, Mrs. Christine Chapman, Dr. Tom Zavelson (alternate)

Committee Members Absent: Mr. Owen McCaul

Non-Committee Members Present: Mr. Matthew Kramer, Mrs. JuneAnn LeFors

Carr, Riggs, and Ingram: Ms. Amy Miller and Ms. Shanoa Murch

Mauldin & Jenkins: Ms. Dianne Kopczynski and Mr. Brandon Smith

FSDB: Tracie Snow, President; Julia Mintzer, Administrator of Business Services

Shelley Ardis, Administrator of Outreach & Technology; Richard Flores, Information Security

Lexi Bucca, Executive Director of Human Resources

John Wester, Comptroller; Alison Crozier, Executive Director of Budget Management

Kim Whitwam, Director of Purchasing; Jen Hiddleson, Assistant Director of Student Bank

Denise Fernandez, Recording Secretary; Nick McClure and Alyssa Botelho, Interpreters

Approval of Minutes

The minutes of the Audit Committee Meeting of February 24, 2023, were *approved on a motion by Mrs. Chapman; seconded by Dr. Zavelson.*

Public Comment

None

New Business

Endowment Audit (Amy Miller, CRI)—Ms. Miller announced another “great audit year” by declaring a clean and unmodified opinion of FSDB’s financial statements in her audit report dated June 30, 2023. She thanked all FSDB staff and supervisors for their cooperation and provided the following highlights.

Due to improved market conditions, the endowment realized an increase in investments (\$2.87mm), revenue (\$2.9mm), and contributions (\$779K). Total liabilities (mostly attributable to deposits due to the school) decreased by approximately \$68K; total expenditures (mostly attributable to salary raises) increased \$423K. This amount was expected as it was proportionate to the bump in donations. Budget-to-actual comparisons reflected positive variances.

Ms. Miller further reported that FSDB met all GASB requirements and that “no material weaknesses, significant deficiencies in internal controls, or non-compliance” was found while performing the financial statement audit. Moreover, there were no disagreements with management or significant issues. However, Ms. Miller did note that segregation of duties was one area of improvement that merited continued attention.



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Internal Audit Update (Dianne Kopczynski and Brandon Smith)—Ms. Kopczynski provided a brief report of the internal audit conducted between July 1, 2022, and January 31, 2023; the two areas covered were P-cards and timekeeping. Their assessment revealed that FSDB implemented solid quality controls, appropriately followed policies and procedures, and exercised proper approval authority. There were no findings, so FSDB received M&J’s highest assigned rating of satisfactory in both areas.

Ms. Kopczynski turned the floor over to Mr. Smith who provided an overview of the IT audit. Three primary areas were addressed: general information policy and procedures, system access authentication, and cybersecurity. In all three areas, Mr. Smith reported evidence of highly qualified staff managing operations and administering protocols. However, Mr. Smith urged establishing written policy over “less reliance on good people who know what they’re doing” to ensure consistent practices especially as the school “evolves” and people transition. Although FSDB might be considered a low-risk cybersecurity target, he lauded FSDB’s efforts to enhance existing protections and to continue developing new initiatives.

Mr. Hadley called upon meeting participants for their feedback. All concurred with the audit. FSDB has been continuously mindful of preventing security breaches and recognizes the persistent technological challenges it faces as new systems emerge.

2023-2024 Risk Assessment and Internal Audit Plan (Dianne Kopczynski)—Ms. Kopczynski briefly outlined M&J’s risk assessment methodology which included evaluating managerial feedback and reviewing Auditor General reports and FSDB policies and procedures. Risk attributes were applied using the COSO (Committee of Sponsoring Organizations) framework as the internal control standard. As a result, she recommended the following areas to audit in 2023-2024:

- Student Enterprises Club and Class Procedures
- Human Resources Terminations
- Construction Contracts and Subcontractors
- Information Systems—IT risk management matrix, response and recovery plans, and security awareness and training.
- Financial Statement Advisory

Mr. Hadley lauded everyone’s efforts in keeping the organization fiscally healthy.

Next Meeting—February 23, 2024.

Action Items for Consideration

Board approval is requested for the acceptance and implementation of the proposed 2023-2024 Internal Audit Plan. *Approved on a motion by Ms. Chapman; seconded by Dr. Zavelson.*

Adjournment

Mr. Hadley adjourned the meeting at 10:14 a.m.