

**ESCAMBIA COUNTY SCHOOL BOARD**  
**AUDIT COMMITTEE**  
**Meeting Minutes**  
**September 1, 2010**

**I. CALL TO ORDER**

Tod Wilson, Audit Committee Chair, called the meeting of the Audit Committee to order at 12:01 p.m. in Conference Room B of the Vernon McDaniel Building, 215 West Garden Street, Pensacola, Florida 32502. Those present were Tod Wilson; Amy Kozak; Earl Lee; Justin Labrato; David Bryant, Director; Justin Cook, Auditor; and Michele Kiker, Senior Auditor, recording the minutes.

**II. ADOPTION OF AGENDA**

A motion was made by Mr. Lee and seconded by Mr. Labrato to adopt the agenda as presented. Motion passed unanimously.

**III. PUBLIC INPUT- There was no public input.**

**IV. APPROVAL OF MINUTES FROM MEETING OF MARCH 26, 2010**

A motion was made by Mr. Labrato and was seconded by Mr. Lee to approve the minutes for the March 26, 2010 meeting. Motion was passed unanimously.

**V. ITEMS FROM INTERNAL AUDITING**

A. Internal Accounts Audits – Mr. Bryant updated the committee with the following information:

1. Audit staff is in the middle of school audits. The fieldwork is complete and staff is now writing the necessary reports.

B. Other Audit and Reviews – Mr. Bryant discussed the following:

1. Food Service Review
2. FEMA update – Updated the committee that large projects are almost done and the Superintendent wants to net small projects

C. Other Items – Staffing Update

1. Mr. Bryant discussed the new position application process. Mr. Bryant brought forward candidate recommendation. A motion was made by Mr. Lee and was seconded by Mr. Labrato to accept candidate recommendation. Motion was passed unanimously.

**VI. ITEMS FROM COMMITTEE MEMBERS – Members discussed Life Skills with Mr. Bryant.**

**VII. ANNOUNCEMENTS – Mr. Bryant announced that the Office of Internal Auditing has moved to 75 N. Pace Blvd. Room 403.**

**VIII. NEXT MEETING DATE – To be determined.**

**IX. ADJOURNMENT – A motion to adjourn was made by Ms. Kozak, seconded by Mr. Labrato, and passed unanimously. The meeting ended at 12:29 p.m.**

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Secretary

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Chair

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Date