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Michael McQuary President	Richard Barrera Vice President	Kevin Beiser Trustee	John Lee Evans Trustee	Sharon Whitehurst-Payne Trustee
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AUDIT AND FINANCE COMMITTEE  
Education Center Conference Room 2226  
March 24, 2016  
MINUTES

Members Present: McAllister, Harvey, Ambrosio, McQuary, Whitehurst-Payne  
Staff Present: Cashmon, Salkeld, Macalos, Donovan  
Public Present: Sally Smith

1. Meeting called to order (McAllister)	McAllister called meeting to order at 4:00 p.m. with all members present. McAllister introduced new committee member, Board Trustee Sharon Whitehurst-Payne.
2. Public Comment	Sally Smith requested audits reported in Audit Committee meetings be publicly reported in a regular board meeting.  <b>ACTION:</b> Electronically post all past Audit Committee exhibits dating back to September 2013.  <b>ACTION:</b> Add discussion to next agenda regarding a quarterly report to the board.
3. Approval of Minutes (McAllister)	<b>MOTION:</b> Approve minutes for January 27, 2016, regular meeting. Approval of minutes moved by Ambrosio, seconded by Harvey; approved unanimously, with Whitehurst-Payne abstaining.
4. Internal Audit Reporting Structure (Cashmon)	Cashmon provided a brief description of his duties and reporting responsibilities.  <b>ACTION:</b> Add link to the Audit Committee webpage that will direct users to the Internal Audit reports posted on the OIA webpage.
5. Ongoing Audits Update (Salkeld)	Salkeld provided a list of ongoing and completed audits conducted by outside agencies.
6. Vice-Chairperson Appointment (McAllister)	<b>MOTION:</b> McAllister nominated Ambrosio, nomination seconded by Harvey; appointment of Patrick Ambrosio to serve as Committee Vice-Chair, approved unanimously.
7. Roundtable	McAllister suggested discussing new ASB training sessions with JP Morgan Chase to help eliminate ASB transaction findings.  Salkeld advised the training program will continue in the fall. Partnered with Secondary Schools Office for more site

	<p>training including attendance clerks.</p> <p>ASB students have the authority to manage their funds.</p> <p>McAllister shared information on the County’s Cash Handling Seminar. He would like to modify the training for ASB students. Committee members can attend the next session as guests of McAllister.</p> <p>McQuary shared that he just completed his Masters in Governance training through CSBA.</p>
Adjournment	4:52 p.m.

A regular meeting of the Audit and Finance Committee will be scheduled for May 23, 2016.

MAH