

**MINUTES OF THE SCHOOL BOARD AUDIT AND BUDGET ADVISORY COMMITTEE
OF MIAMI-DADE COUNTY PUBLIC SCHOOLS
SPECIAL MEETING-RECOMMENDATION OF INTERIM CHIEF AUDITOR
February 6, 2018**

The School Board Audit and Budget Advisory Committee (ABAC) met on Tuesday, February 6, 2018, in the School Board Administration Building, Conference Room 916, at 1450 N.E. Second Avenue, Miami, Florida.

Members Present:

Voting:

Mr. Erick Wendelken, CPA, Chair
Mr. Christopher Norwood, J.D., Vice Chair
Mr. Jeffrey Codallo
Mr. Stephen Hunter Johnson
Mr. Jeffrey Kaufman
Mr. Julio C. Miranda, CPA, CFE
Mr. Rudy Rodriguez
Ms. Mari Tere Rojas, School Board Member

Members Absent:

Mr. Juan del Busto
Mr. Albert D. Lopez, CPA
Mr. Alvin L. Gainey, PTA/PTSA President
Mr. Isaac Salver, CPA

Non-Voting:

Mr. Ron Steiger, Chief Financial Officer

Call to Order

The ABAC's Chair, Mr. Erick Wendelken called the meeting to order at 10:46 a.m.

1. Welcome and Introductions

The Chair requested all in attendance to introduce themselves, which they did. The following persons were present:

Ms. Perla Tabares Hantman, School Board Chair
Dr. Martin Karp, School Board Vice Chair
Dr. Dorothy Bendross-Mindingall, School Board Member
Dr. Marta Perez, School Board Member
Mr. Alberto M. Carvalho, Superintendent
Dr. Dan Tosado, Chief of Staff
Mr. Walter J. Harvey, School Board Attorney
Mrs. Valtena G. Brown, Dep. Supt./Chief Oper. Officer
Mrs. Iraida Mendez-Cartaya, Associate Superintendent
Mr. José F. Montes de Oca, Chief Auditor

Ms. Tabitha G. Fazzino, Chief Adm. & Compliance Officer
Ms. Daisy Gonzalez-Diego, Chief Comm. Officer
Mr. Jose Dotres, Chief Human Capital Officer
Ms. Maria T. Gonzalez, Assistant Chief Auditor
Mr. Trevor L. Williams, Assistant Chief Auditor
Mr. Jorge Rubio, District Director
Mr. Luis Baluja, Executive Director

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Ms. Jackie Fals, Chief of Staff	Ms. Elsa Berrios-Montijo, Staff Assistant
Ms. Dalia Rosales, Chief of Staff	Ms. Enid Weisman, Consultant
Ms. Francys Vallecillo, Chief of Staff	Mr. Jeremiah Williams, Intern
Mr. Nelson E. Diaz, Administrative Assistant	Mr. Dan Ricker, Watchdog Report
Ms. Addys Lopez, Administrative Assistant	
Dr. Ana Maria Lopez-Ochoa, Administrative Assistant	
Ms. Gina Miles, Administrative Assistant	
Mr. Marcos Moran, Administrative Assistant	
Ms. Pavielle James-Phillips, Administrative Assistant	
Mr. Matthew Tisdol, Administrative Assistant	

At its meeting of January 30, 2018, the Audit and Budget Advisory Committee (“ABAC” or “Audit Committee”) established a special meeting, to discuss several items relating to the recommendation of the Interim Chief Auditor and the selection process for Chief Auditor.

Mr. Wendelken introduced the items on the agenda that will be discussed.

Ms. Rojas explained that at the January 30, 2018, ABAC meeting it was discussed that any recommendations should be in consultation with the Superintendent and asked whether there has been consultation with the Superintendent.

Ms. Hantman echoed Ms. Rojas’ question.

Mr. Wendelken asked the Superintendent whether he has had sufficient discussion with the ABAC.

Superintendent Carvalho responded that he has had only direct conversation with the Chair of the ABAC.

Mr. Kaufman asked to hear more from the Superintendent.

Superintendent Carvalho asked that the ABAC provide some remarks and then he will react to the comments. He then explained that the specific language in Board Policy states that ABAC provides the recommendation in consultation with the Superintendent.

Ms. Hantman thanked the Chair for consulting with the Superintendent and agreed that they must abide by the policy.

Mr. Norwood acknowledged that he was not aware that he could contact Superintendent Carvalho for his opinion to this matter. He then asked the Superintendent for his expectancy in responsibilities for an Interim Chief Auditor.

Responding to Mr. Norwood's question, Superintendent Carvalho stated that this individual should meet the eligibility criteria for the permanent position, have a background in accounting, be certified accountant in the State of Florida, preferably have private and public sector experience, auditing experience, large scale awareness and knowledge of the school system, be honest, transparent, dedicated and connect with him and his staff, good communicator, and benefits from trust of ABAC and School Board.

Ms. Rojas stated that along with her colleagues she believes the following expectations must be met from this individual.

- Must meet all the requirements in the job description related to credentialing experiences
- Fully understand that the hiring of an interim chief does not mean that this individual will be the one hired for the permanent position
- Clear understanding that he/she will report to the Board
- Have open lines of communication with the Board
- Comprehend how schools operate, because while audits are extremely necessary, the support and guidance provided to the Principals and treasurers is most important.

Ms. Rojas also made several inquiries relating to the hiring process of the chief auditor.

Superintendent Carvalho explained that once the recommendation has been made from the ABAC, the following will be implemented as part of the process: advertising, an internal or national search, background check, review of current the job description open to revisions and determination of the timeline relating to the length the position will be advertised. This process will be directed by Human Resources and ultimately the final decisions will be made by the School Board.

Mr. Rodriguez commented that a national search is warranted due to the caliber of this position, but it does not exclude the participation or consideration of any internal potential candidates.

Mr. Codallo commented that in interest of time, the timeframe for hiring an Interim Chief Auditor should be determined very soon since Mr. Montes de Oca has decided on his exiting date and he believes that this individual should be in office prior to Mr. Montes de Oca's departure.

Mr. Wendelken asked for any recommendations of the ABAC for the interim position.

Mr. Rodriguez made a recommendation for Mrs. Iraida Mendez-Cartaya as a candidate for the Interim Chief Auditor position and stated that she meets all the requirements for the position.

Dr. Perez asked for clarification on the purpose of this meeting and said that she believes that this meeting was established to partake in consultation with the Superintendent and noted that the consultation is not taking place.

Mr. Wendelken explained that earlier on the meeting the Superintendent had said that he would rather hear from the ABAC first and then react to discussions.

Mr. Norwood asked for clarification on the process since there is a recommendation on the table made by Mr. Rodriguez.

Mr. Harvey explained that an open discussion may take place if there are other candidates for consideration and those names could be forwarded from ABAC to the School Board for its consideration.

Mr. Norwood recommended Mr. Trevor Williams, noting that it was also the recommendation of the Chief Auditor and noted his esteem for Mrs. Mendez-Cartaya.

Ms. Rojas asked if the two candidates can be recommended by the ABAC to the Board, so that the Board can make the ultimate decision.

Mr. Wendelken responded that it is his understanding that the two names can be forwarded to the School Board for its consideration, as long as both candidates submit their resumes and meet the requirements.

Mr. Johnson remarked that he would like a discussion to take place before the two names are forwarded to the School Board for its consideration.

Several ABAC members made comments relating to the purpose of this special meeting, noting that they were under the impression that the purpose of this meeting was to make a recommendation of an Interim Chief Auditor in consultation with the Superintendent.

Superintendent Carvalho clarified that pursuant to policy 6840, the process that is taking place by the Committee relating to the recommendation of an Interim Chief Auditor are being fulfilled. However, the question on the table relating to recommending more than one name the policy is silent so it is the purview of the Committee.

Mr. Norwood asked are there other individuals that the committee would like to consider.

Being no other names brought to the Committee the two recommended candidates were asked if they were interested in the position. Mrs. Iraida Mendez Cartaya and Mr. Trevor Williams both expressed interest in the position and provided a brief oral history of their work experience.

Ms. Rojas asked the direct supervisors of the two candidates if either one is selected whether there will be a problem filling the position they will be vacating. Both Mr. Carvalho and Mr. Montes de Oca responded that there will not.

Mr. Norwood made a motion to consider Mr. Trevor Williams as the Interim Chief Auditor and Mr. Johnson seconded.

After extensive discussion, the ABAC members unanimously agreed to recommend that both candidates be considered for the position, and the School Board to make the final decision as to who will be appointed as the Interim Chief Auditor.

For the record, Mr. Harvey informed the Committee of the procedural steps that the Committee is responsible for, which include, to make a motion to approve the process which in past practices the Committee Chair works with the Human Resources (HR) and provide input by recommending any changes if necessary to the job description, advertising and publication venues; develop timelines and recommendations with HR. HR will conduct the screenings of the applicants and provide the resumes for further consideration of the Committee. Finally, the Committee will transmit its recommendations by way of agenda item to the School Board for its consideration.

Mr. Norwood asked the accountants in the committee whether the minimum qualifications listed on the current job description are sufficient to satisfy the job responsibilities of the Chief Auditor.

Mr. Miranda and Mr. Wendelken opined that both candidates did.

A motion was made by Mr. Codallo, seconded by Ms. Rojas, which carried unanimously, to approve the procedural steps process of the selection of the Chief Auditor Position.

Adjournment

There being no further business to come before the Committee and upon motion duly made and seconded, the meeting was adjourned by Mr. Wendelken at 12:12 p.m.

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