

**MINUTES OF THE SCHOOL BOARD AUDIT AND BUDGET ADVISORY COMMITTEE
OF MIAMI-DADE COUNTY PUBLIC SCHOOLS
Special Meeting - April 26, 2018**

The School Board Audit and Budget Advisory Committee (ABAC) met on Thursday, April 26, 2018, in the School Board Administration Building, Conference Room 916, at 1450 N.E. Second Avenue, Miami, Florida.

Members Present:

Voting:

Mr. Erick Wendelken, Chair
Mr. Christopher Norwood, J.D., Vice-Chair
Mr. Jeffrey Codallo
Mr. Alvin L. Gainey, PTA/PTSA President
Mr. Stephen Johnson, Esquire
Mr. Jeffrey Kaufman
Mr. Albert D. Lopez, CPA
Mr. Julio C. Miranda, CPA, CFE
Mr. Rudy Rodriguez, CPA
Ms. Mari Tere Rojas, School Board Member

Members Absent:

Mr. Juan del Busto
Mr. Isaac Salver, CPA

Non-Voting:

Mr. Ron Steiger, Chief Financial Officer

Call to Order

Mr. Erick Wendelken, Chair, called the meeting to order at 10:00 a.m.

1. Welcome and Introductions

(Audio of the meeting is available)

Mr. Wendelken requested all in attendance to introduce themselves. The following persons were present:

Ms. Perla Tabares Hantman, School Board Chair	Ms. Andreina Espina, Chief of Staff
Dr. Marta Pérez, School Board Member	Ms. Dalia Rosales, Chief of Staff
Mr. Walter J. Harvey, School Board Attorney	Ms. Patricia Betancourt, Administrative Assistant
Dr. Dan Tosado, Chief of Staff	Ms. Jackeline Fals, Administrative Assistant
Ms. Iraida R. Mendez-Cartaya, Interim Chief Auditor	Ms. India George, Administrative Assistant
Mr. Luis M. Garcia, Deputy School Board Attorney	Ms. Ana Lara, Administrative Assistant
Mr. Jose L. Dotres, Chief Human Capital Officer	Ms. Vivian Lissabet, Administrative Assistant
Mr. Jorge Rubio, District Director	Ms. Gina Miles, Administrative Assistant
Mr. Luis Baluja, Executive Director	Ms. Natalie Perez, Administrative Assistant
Dr. Ellen Wright-Ford, Executive Director	Ms. Elsa Berrios-Montijo, Staff Assistant
Mr. Wilmer Maradiaga, IT Auditor	Ms. Latisha Green, Administrative Assistant
Mr. Jerold Blumstein, Chief of Staff	Ms. Lidia M. Marban, Administrative Assistant

2. Sunshine Law/Conflict of Interest

Mr. Luis Garcia, Deputy Assistant School Board Attorney, provided the members an overview of the Sunshine Law. See attached presentation that is herein incorporated into the minutes.

3. Review of the Process

Mr. Jose L. Dotres, Chief Human Capital Officer, Human Capital Management and Mr. Jorge Rubio, District Director, Administrative Staff, Human Capital Management, provided the members an overview of the process. The process consists of three phases: Phase 1- Advertising; Phase 2- Scoring/Rating the seven candidates based on their respective resume and written responses to questions; and Phase 3- Oral interviews.

Today's scoring process concentrates on the two artifacts consisting of the candidates' resumes and responses to the questions. The committee members are to rate the candidate based on the rubric provided. Mr. Rubio provided an overview of the screening protocols and the screening form. The scale is from one (1) to four (4), 1 representing 'fair' and 4 representing 'outstanding'. The purpose of today's screening is to narrow the number of candidates that will be interviewed face-to-face. A perfect score is 12.

Question 1 – relates to the applicant's motivation to apply for the position;

Question 2 – relates to the applicant's job knowledge/experience; and

Question 3 – relates to their proposed plan of action within the first 90 days on the job.

4. Discussion/Screening of the Applicants

The following applicants were discussed:

- Ms. Lori Cairo
- Mr. Juan Calderon
- Ms. Alina Garcia
- Ms. Maria Gonzalez
- Mr. Jon Goodman
- Mr. Vincent Persiani
- Ms. Ivonne Taylor

After the committee discussed each candidate, the members were asked to complete the scoring form for each candidate and to provide the forms to Dr. Ellen Wright-Ford, Executive Director, Instructional/Non-Instructional Training, Human Capital Management, once completed. Dr. Wright-Ford will be doing the tabulation.

The Committee took a recess to allow the members to complete the forms and for the tabulation of the results.

5. Selection of the Applicants for Oral Interviews

Upon reconvening, the committee discussed the tabulation.

Ms. Rojas, ABAC member, made a motion to invite the highest four-ranked candidates which included two internal candidates and two external candidates for oral interviews. The motion was seconded by Mr. Lopez, ABAC member, and the motion carried.

Mr. Wendelken asked Mr. Dotres what were the next steps. Mr. Dotres stated that his office would verify references and the oral presentations are scheduled for May 1st.

Mr. Norwood, ABAC member, noted that he would not be available on May 1st.

Discussion took place whether the committee will be making a recommendation on May 1st. Mr. Dotres stated that, typically a recommendation is made on the day of the interview. Mr. Norwood expressed concerns.

After some discussion, it was agreed that the recommendation will be made on May 1st after the oral interviews; however, the recommendation will be brought to the ABAC on May 8th.

Ms. Rojas requested that the names of the four highest-ranked candidates invited for interviews be read for the record. The candidates are:

- Ms. Maria Gonzalez (internal candidate);
- Mr. Jon Goodman (internal candidate);
- Mr. Juan Calderon (external candidate); and
- Ms. Alina Garcia (external candidate).

Adjournment

Since there was no further business to come before the Committee, and upon a motion duly made and seconded, the meeting was adjourned by Mr. Wendelken at 1:01 p.m.

IRMC/em
Attachment