



1325 California Avenue
Windsor, ON N9B 3Y6
BOARD CHAIRPERSON: Barbara Holland
DIRECTOR OF EDUCATION: Paul A. Picard

AUDIT COMMITTEE MINUTES

Wednesday, June 17, 2015 at 6:00 p.m.
Windsor Essex Catholic Education Centre
Video Conference Room

PRESENT:

Audit Committee Members:

F. Costante (Trustee member)	L. Soulliere (Trustee member)
L. DiMaio (Community member)	F. Valentinis (Trustee member - Committee Chair)
R. Laforest (Community member)	

Administrative Resource Personnel:

M. Iatonna, Executive Superintendent of Corporate Services
P. King, Superintendent of Business
G. Flood, Manager of Accounting & Capital
S. Swiatoschik, Manager of Budget Development & Control
J. Ulicny, Superintendent of Education
S. Papaefthimiou, Information Technology Systems Manager
M. Truant, Manager, Student Information Systems
C. Meloche, Manager of Administration & Finance - Facilities Services
G. McKenzie, Senior Manager of Facilities Services

Internal Audit Team (RIAT) Members:

J. Nicolle, Regional Internal Audit Manager
From PwC Audit Team: Suk Bedi, Christopher O'Connor

Recording Secretary: D. Steffens

1. Call to Order and Opening Prayer - Chair Valentinis called the meeting to order at 6:01 p.m. and opened the meeting with prayer.
2. Recording of Attendance - All committee members present.
3. Approval of Agenda

Amendments:

- Renumber Item 7b(i) *2015-16 Annual Internal Audit Plan* to 7d(iii)
- Under Item 7b(ii) *Internal Audit Oversight Function*: Manage IT Security, Network and Application Access Management Internal Audit Report to be discussed prior to the Managing Facilities Operations Internal Audit Report

The amended agenda was approved by consensus.

4. Disclosure of Interest Pursuant to the Municipal Conflict of Interest Act – None.

Notation for the record: Committee member L. DiMaio submitted a signed Disclosure of Interest pursuant to the requirements of *Ontario Regulation 361/10 Audit Committees*.

5. Approval of Minutes - April 22, 2015 Audit Committee Meeting

Moved by: F. Costante

Seconded by: R. Laforest

THAT the April 22, 2015 Audit Committee Minutes be approved as distributed. Carried.

6. Resolve into Closed Session

Moved by: L. Soulliere

Seconded by: L. DiMaio

THAT the Audit Committee meeting of June 17, 2015 resolve into Closed Session at 6:05 p.m., pursuant to the Education Act – Section 207 to consider security of the property of the board matters; contractual; and, specific matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. Carried.

7. Closed Session Items

- a) Confidential Note to File - April 22, 2015 Closed Session
- b) Internal Audit Oversight Function (*Renumbered*)
 - i. Internal Audit Plan Status Report / Regional Internal Operational Audit Reports
 - Manage IT Security, Network and Application Access Management Report
 - Managing Facilities Operations Report
 - ii. Audit Committee's 2014-15 Evaluation of Regional Internal Audit Team Performance
- c) External Audit Oversight Function
 - i. Audit Committee's Evaluation of 2013-14 External Audit Performance
 - ii. Request for Proposal Timelines - External Audit Services - Verbal Update
- d) Other Business / Questions of an In-Camera Nature
 - i. Ministry of Education 2014-15 Enrolment Compliance Audit - Verbal Update
 - ii. Financial Software System Request for Proposal - Verbal Update
 - iii. 2015-16 Annual Internal Audit Plan

8. Resolve into Public Session

Moved by: R. Laforest

Seconded by: L. DiMaio

THAT the Audit Committee meeting of June 17, 2015 resolve into Public Session at 8:04 p.m. Carried.

Report on action items from Closed Session:

- Approved the April 22, 2015 Audit Committee In-Camera Meeting Notes
- Received the Manage Information Technology Security, Network and Application Access Management Internal Audit Report, dated May 2015
- Received the Managing Facilities Operations Internal Audit Report, dated March 26, 2015
- Approved the Audit Committee's 2014-15 Evaluation of Regional Internal Audit Team Performance
- Approved the Audit Committee's Evaluation of 2013-14 External Audit Performance
- Recommended the 2015-16 Annual Internal Audit Plan and the 2016-20 Multi-Year Internal Audit Plan for approval by the Windsor-Essex Catholic District School Board

9. Public Session Items

- a) Development of Audit Committee's 2015-16 Meeting Schedule and Work Plan - Committee members reviewed the proposed 2015-16 Work Plan. Tentative meeting dates were agreed upon as follows:
 - Monday, September 21, 2015 at 6:00 p.m.
 - Wednesday, November 11, 2015 at 6:00 p.m.
 - Wednesday, April 20, 2016 at 6:00 p.m.
 - Wednesday, June 15, 2016 at 6:00 p.m.

10. Other Business / Questions - None.

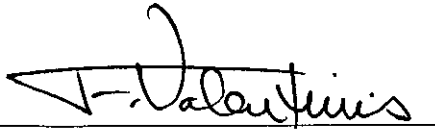
11. Next Meeting Date: Monday, September 21, 2015 at 6:00 p.m.

12. Closing Prayer and Adjournment

Moved by: R. Laforest

Seconded by: L. DiMaio

THAT the Audit Committee meeting of June 17, 2015 be adjourned at 8:15 p.m. Carried.

A handwritten signature in black ink, appearing to read "F. Valentinis". The signature is written in a cursive style with a large, stylized initial "F".

Fulvio Valentinis

Audit Committee Chairperson