



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

## AUDIT COMMITTEE MINUTES

Wednesday, April 27, 2016 at 6:00 p.m.  
Windsor Essex Catholic Education Centre  
Video Conference Room

### PRESENT:

#### Audit Committee Members:

Fabio Costante (Board member)  
Randy Laforest (Community member)  
Lisa Soulliere (Board member)  
Fulvio Valentinis (Board member – Committee Chair)

#### Administrative Resource Personnel:

Mario Iatonna, Executive Superintendent of Corporate Services  
Penny King, Superintendent of Business  
Grace Flood, Manager of Accounting & Capital  
Susan Swiatoschik, Manager of Budget Development & Control  
Terry Lyons, Executive Superintendent of Human Resources  
Colleen Norris, Senior Manager of Human Resources & Policy Development  
Gary McKenzie, Senior Manager of Facilities Services  
Alex Ramos, Health and Safety Specialist  
Chris Meloche, Manager of Administration & Finance - Facilities Services  
John Ulicny, Superintendent of Human Resources  
Sam Papaefthimiou, Information Technology Systems Manager

#### Representatives of Regional Internal Audit Team:

Suk Bedi, PricewaterhouseCoopers LLP, Manager, Risk Assurance Services  
Mucha Chimhanda, Senior Regional Internal Auditor

#### Regrets:

Lisa DiMaio (Community member)

Recording Secretary: D. Steffens

1. Call to Order and Opening Prayer – Chair Valentinis called the meeting to order at 6:03 p.m. and opened the meeting with prayer.
2. Recording of Attendance – L. DiMaio sent regrets.
3. Approval of Agenda

Addition to the Closed Session: 7(b)ii Health and Safety Internal Audit Report (with the following agenda items under 7b to be renumbered accordingly)

Moved by: F. Costante

Seconded by: R. Laforest

**THAT the April 27, 2016 Audit Committee meeting agenda be approved as amended. Carried.**

4. Disclosure of Interest Pursuant to the Municipal Conflict of Interest Act

Chair Valentinis disclosed interest in Closed Session agenda item *Management Follow-Up Report: "Manage Information Technology Security, Network and Application Access Management" – First Class E-Mail Accounts for Retirees* due to his spouse's status as a retired employee of the Board.

Committee member R. Laforest disclosed his brother-in-law recently became an employee of the Windsor-Essex Catholic District School Board. It was confirmed the employment did not pose a conflict of interest.

5. Approval of Minutes – November 11, 2015 Audit Committee Meeting

Moved by: F. Costante

Seconded by: R. Laforest

**THAT the Minutes of the November 11, 2015 Audit Committee Meeting be approved as distributed.**  
*Carried.*

6. Resolve into Closed Session

Moved by: R. Laforest

Seconded by: L. Soulliere

**THAT the Audit Committee meeting of April 27, 2016 resolve into Closed Session at 6:10 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) Approval of Minutes – November 11, 2015 Closed Session

b) Internal Audit Oversight Function

i. Attendance Support Internal Audit Report

ii. Health and Safety Internal Audit Report (*Addition to the agenda*)

iii. Facilities Requirements Forecasting & Capital Planning and Construction Monitoring & Management Internal Audit Report

iv. Management Follow-Up Report: "Manage Information Technology Security, Network and Application Access Management" – FirstClass E-Mail Accounts for Retirees

v. Audit Committee Recommendation: 2015-16 Internal Audit Plan

vi. Finalize Annual Evaluation of the South Region Internal Audit Team Performance

c) External Audit Oversight Function

i. Finalize Annual Evaluation of the External Auditors Performance for the 2014-15 Fiscal Year

ii. 2014-15 External Audit – Verbal Update on Management's Actions Regarding School Generated Funds Audit Findings

iii. Request for Proposal (RFP) for External Audit Services – Verbal Update

d) Other Business / Questions of a Closed Session Nature – None.

8. Resolve into Open Session

Moved by: F. Costante

Seconded by: R. Laforest

**THAT the Audit Committee meeting of April 27, 2016 resolve into Open Session at 8:00 p.m.; and,**

**THAT the recommendations and directions of the Windsor-Essex Catholic District School Board Audit Committee at its Closed Session of April 27, 2016 be approved.** *Carried.*

Disclosure of Interest: Chair Valentinis disclosed interest in Closed Session agenda item *Management Follow-Up Report: "Manage Information Technology Security, Network and Application Access Management" – First Class E-Mail Accounts for Retirees* due to his spouse's status as a retired employee of the Board, and left the meeting for the period during which the matter was under consideration and did not vote on the motion.

Chair Valentinis reported the following items from Closed Session:

- Approved the Minutes of the November 11, 2015 Audit Committee Closed Session Meeting
- Received the Attendance Support Internal Audit Report, dated April 27, 2016
- Received the Health and Safety Internal Audit Report, dated April 27, 2016
- Received the Facilities Requirements Forecasting & Capital Planning and Construction Monitoring & Management Internal Audit Report, dated April 27, 2016
- Directed administration to provide a report to the Board of Trustees at its September In-Camera meeting, with a recommendation from the Audit Committee that the Windsor-Essex Catholic District School Board review its practices and policies in relation to recommended actions to mitigate specific security risks identified within the "Manage Information Technology Security, Network and Application Access Management" Internal Audit Report, dated May 2015
- Approved a minor amendment to the 2015-16 Annual Internal Audit Plan
- Approved the Audit Committee's Annual Evaluation of South Region Internal Audit Team Performance for submission to the Thames Valley District School Board, host Board for the South Region Internal Audit Team
- Approved the Audit Committee's Evaluation of External Audit Performance for the 2014-15 Fiscal Year
- Received an update on management's actions to address a specific internal control deficiency found during the 2014-15 External Audit of School Generated Funds
- Directed administration to proceed with a procurement process through the Ontario Education Collaborative Marketplace (OECM) for External Audit Services beginning with the 2016-17 Fiscal Year

9. Open Session Items

- a) Correspondence: Council of Senior Business Officials' (COSBO's) Effectiveness and Efficiency Advisory Committee's Report on Open/Closed Audit Committee Meetings, dated November 2015

Moved by: R. Laforest

Seconded by: F. Costante

**THAT the Council of Senior Business Officials' (COSBO's) Effectiveness and Efficiency Advisory Committee's Report on Open/Closed Audit Committee Meetings, dated November 2015, be received as information. Carried.**

- b) Correspondence: Ministry of Education Memo 2016:SB05, Trustee Training Module on Internal Audit and The Role of Audit Committees, dated March 1, 2016

Moved by: L. Soulliere

Seconded by: F. Costante

**THAT the Ministry of Education Memo 2016:SB05, Trustee Training Module on Internal Audit and The Role of Audit Committees, dated March 1, 2016, be received as information. Carried.**

- c) Central Development of Whistleblower Policy – Verbal Update

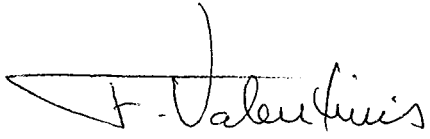
In follow-up to the November 11, 2015 Audit Committee meeting, M. Iatonna, Executive Superintendent of Corporate Services provided an update related to the activities of the Council of Senior Business Officials' (COSBO's) intent to develop a common whistleblower policy. A school board in this region is currently piloting a whistleblower 'hotline' for students, parents, staff, administrators, and members of the public to report any wrong-doings they observe. At this time, COSBO is waiting for the school board to have a little more experience with the pilot project prior to bringing forward a recommendation on policy.

10. Other Business / Questions – None.

11. Next Meeting Date(s) / Review of 2015-16 Work Plan

- Wednesday, June 15, 2016 at 6:00 p.m.

12. Closing Prayer and Adjournment – The meeting adjourned at 8:05 p.m. at the call of the Chair.

A handwritten signature in cursive script that reads "F. Valentinis". The signature is written in black ink and is positioned above a horizontal line.

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**Fulvio Valentinis**  
*Audit Committee Chairperson*