



ST. CLAIR CATHOLIC
DISTRICT SCHOOL BOARD

Lighting the Way ~ Rejoicing in Our Journey

MINUTES
AUDIT COMMITTEE MEETING

Public Session

Wednesday April 18, 2018

St. Clair Room, CEC

420 Creek St. Wallaceburg

Regular Committee Meeting – 3:00 p.m.

Audit Committee Members:	Carol Bryden Linda Ward	
Community Members	Gord Quinton Marlene Kerwin	
Administration and Others	Deb Crawford Amy Janssens Catherine Day Joanne Cincurak	Ferruccio Da Sacco Suk Bedi

Regrets: Linda Ward

A. CALL TO ORDER – G. Quinton

Motion: O-010-2018: (Carol Bryden and Marlene Kerwin) That the Audit Committee of the Board move into the Regular Committee Meeting of Wednesday, April 18, 2018. Carried.

1. Opening Prayer
2. Recording of Attendance – Regrets – Linda Ward
3. Confirmation of Agenda

Motion: O-011-2018: (Marlene Kerwin and Carol Bryden) That the Agenda for the Regular Committee Meeting of Wednesday, April 18, 2018 be approved as presented. Carried.

4. Declaration of Conflict of Interest - None

Encl. 5. Confirmation of Minutes

Motion: O-012-2018: (Carol Bryden and Marlene Kerwin) That the Minutes for the Regular Committee Meeting of Wednesday, January 31, 2018 be approved as presented. Carried.

13. Return to Regular Session

Motion: O-016-2018: (Carol Bryden and Marlene Kerwin) That the Audit Committee of the Board return to the Regular Committee Meeting of Wednesday, April 18, 2018. Carried.

Returned to regular session at 4:44 p.m.

C. EDUCATION SESSION -

D. REGULAR SESSION

14. New Business (Regular Session)

Internal Audit –

External Audit –

- Encl. a. 2018 Audit Service Plan Executive Summary – Catherine Day
Catherine Day confirmed that Ferruccio Da Sacco presented the audit service plan for the 2017-18 school year. She stated that there was some discussion around materiality and he will inform us if any changes are made.

Other

- a. Review of Policy and Procedures for Fraud Management/Whistleblower Process – Amy Janssens

Amy referred back to the examples of Fraud Management/Whistleblower policies handed out at the last meeting. The committee was asked for input, thoughts and concerns.

One member stated that there is no written whistleblower policy at their place of employment and instead they have an anonymous portal where staff can send their issues/concerns. Another member's place of employment has a policy in place; with a third party to take phone calls. All calls are reported back to the organization's Board annually.

One member noted the need for employees to know it is appropriate to disclose fraud or wrong-doing.

The committee agreed that for a concern to be valid the person reporting the concern should provide their name for investigation purposes. Amy noted that some school board have an outside company that takes the initial calls, looks into the concern and replies to the caller.

The committee agreed to continue investigation of what other school boards have in place. A procedure for internal purposes is preferred as a starting point.

This topic will stay on the agenda until resolved.

15. Other (Regular Session) – None
16. Information Items (Regular Session)

E. FUTURE MEETING DATES

17. Future Committee Meeting Dates:
 - Wednesday June 20, 2018, 3:00 p.m. St. Clair Room Wallaceburg

F. ADJOURNMENT

18. Adjournment
Motion: O-017-2018: (Carol Bryden and Marlene Kerwin) That the Audit Committee of the Board meeting of Wednesday, April 18, 2018 adjourn at 5:10 p.m.
19. Closing Prayer