

**CRCSD Audit Committee
First Meeting of the Fiscal Year
12:00-1:30pm, September 8, 2021
Virtual-Zoom Meeting**

Attendance:

Maureen Oviatt, Scott Arensdorf, Whitney Schreder, Janet Henry, Jason Fisher, Chad Meyers, Angela Dockter, John Hammar, Dave Nicholson, Sherry Luskey, and Sarah Brown

Absent:

Guests: Chris Koerperich (RSM auditor), Renee McPhee (Perspective Benefits Consulting-MIIP), Cassie Daley (The Accel Insurance Group)

Review and approve minutes from the June 9, 2021 committee meeting:

Maureen Oviatt asked for any corrections to the minutes, she indicated that the date listed for the next meeting should read September 8 instead of the 9th. Janet Henry motioned to approve the minutes as written with the corrected date, it was seconded by Scott Arensdorf and the minutes were approved.

MIIP (Metro Interagency Insurance Program - formed in 1990 through a 28E agreement) Update:

Renee McPhee reviewed the FY2021 medical insurance plan report for the MIIP consortium group (CRCSD, College CSD, Grant Wood AEA, Kirkwood, Linn-Mar and Marion). She noted that as of June 2021, the CRCSD fund balance was a positive \$2.34 million. Renee noted the FY2022 employee premium cost surtax for CRCSD employees decreased from 15% to 12% as a result of the growing fund balance. She added that plan performance overall was good and large dollar claimants have decreased. Discussion followed that included initiatives for the FY2021-22 plan year.

Review with management their views on the District's major financial risk exposures related to the District's insurance selection:

Cassie Daley reviewed the FY2022 insurance coverages approved by the BOE at the July 2021 board meeting. The review included a current year vs. past year policy cost comparison. She detailed significant cost increases in Property, Linebacker, Builder's Risk, and Cyber Liability coverages. Discussion followed regarding the committees' role in monitoring these risk exposures.

Student Activity Fund Agreed Upon Procedures (AUP) Discussion for FY2022:

Dave Nicholson discussed the purpose of the Student Activity Fund (SAF) special review (Agreed Upon Procedures-AUP) that is usually done in the fall and the spring at the middle schools and high schools by the RSM auditors, it has traditionally been the internal control audit of the fund. Discussion followed about the role of the committee in this review. Conversation followed regarding the need for a district internal auditor position. Additionally, Janet Henry asked for clarification regarding PTO/Booster Club activities for the district. Sherry Luskey noted that these groups financials are maintained separately from the district and that district involvement does periodically include providing guidelines for best practices. Discussion followed regarding the content and frequency of the guidelines.

Review and reassess the adequacy of the Audit Charter periodically, but at least every 3 years and recommend any proposed changes to the Board of Education for approval:

Dave Nicholson led conversation regarding the charter of the committee and the level of risk assessment mandated. Discussion followed. Dave indicated that he would meet with the BOE officers regarding making changes to the charter. In addition, he would complete an analysis of other comparable district audit committee charters in the state.

Review any complaints received and status of resolution: None

Review of Other Items of Importance:

Rating Agency Report: Dave Nicholson noted that the most current S&P Global report dated 4/1/21 was included in the packet as an informational item.

Local Revenues Report: None


Discuss Audit Committee New Member Orientation format: Dave Nicholson noted that all members are invited to the October 6, 2021 audit committee orientation meeting to learn about school funding.

Audit Committee Membership: Dave Nicholson reported that Stephanie Overbey withdrew from the committee. He noted that he was attempting to contact the alternate nominee. If unsuccessful, he would contact the committee about the need to recruit.

Review previous meeting comments: None

Meeting Adjourned at 1:35pm

The next meeting of the committee will be on Wednesday, October 6, 2021.

By: 
Scott Arensdorf

By: 
Sarah Brown