

1 BOARD OF EDUCATION OF BALTIMORE COUNTY

2 AUDIT COMMITTEE

3 March 12, 2019 Meeting Minutes

4 (Approved, May 16, 2019)

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6 The Audit Committee of the Board of Education of Baltimore County met on Tuesday, March 12,
7 2019 at 5:05 p.m. in Board Room A in the Administration Building, Greenwood. The following
8 Committee members were present: Russell Kuehn, Chair; Kathleen Causey, Vice-Chair; Julie
9 Henn, and Lisa Mack. The following Board members were present: Roger Hayden and Rodney
10 McMillion. The following staff persons were present: Andrea Barr, Chief Auditor; Debra Stevens,
11 Assistant Chief Auditor; Keith Fletcher, Audit Manager; Andrea Manna, Audit Manager; Kevin
12 D. Smith, Chief Administrative and Operations Officer; Charles Patillo, Executive Director,
13 Business Services Operations; George Sarris, Executive Director, Department of Fiscal Services;
14 Patrick Fannon, Controller; Karen Levenstein, Director, Office of Food and Nutrition Services;
15 and Jennifer Duckworth, Executive Administrative Assistant.

16 I. Approval of the Minutes

17 Upon motion of Mr. Kuehn, seconded by Ms. Causey, the Committee unanimously
18 approved the meeting minutes from January 16, 2019.
19

20 II. Unfinished Business

21 There was no unfinished business.
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23 III. New Business

24 a. FY19 Free and Reduced Lunch Verification Results

- 25 i. Ms. Levenstein presented the FY19 Free and Reduced Lunch Verification
26 Summary. Mr. Smith and Ms. Levenstein answered the Committee's
27 questions related to the verification summary.
28 ii. Mr. Smith left the meeting at 5:12 p.m.
29 iii. Mr. Smith returned to the meeting at 5:15 p.m.
30 iv. Mr. Patillo and Ms. Levenstein left the meeting at 5:30 p.m.
31

32 b. FY19 Office of Third Party Billing Self-Monitoring Results

- 33 i. Mr. Fannon presented the FY19 Office of Third Party Billing self-
34 monitoring results. Mr. Smith, Mr. Sarris, and Mr. Fannon answered the
35 Committee's questions related to the self-monitoring results.
36 ii. Ms. Causey left the meeting at 5:43 p.m.
37 iii. Ms. Causey returned to the meeting at 5:47 p.m.
38 iv. Ms. Mack left the meeting at 5:53 p.m.
39 v. Ms. Mack returned to the meeting at 5:55 p.m.
40 vi. Mr. Smith, Mr. Sarris, and Mr. Fannon left the meeting at 6:02 p.m.
41

42 IV. Committee Good and Welfare

43 There was no discussion.

- 1 V. ADMINISTRATIVE FUNCTION MINUTES
2 a. Upon motion of Ms. Causey, seconded by Ms. Henn, the Committee convened an
3 administrative function session to discuss matters related to audits and active
4 investigations concerning the appropriate use of school system resources.
5 b. The session commenced at 6:04 p.m. in Board Room A in the Administration
6 Building, Greenwood. The following committee members and staff members
7 were present: Mr. Kuehn, Ms. Causey, Ms. Henn, Ms. Mack, Ms. Barr, Ms.
8 Stevens, Mr. Fletcher, Ms. Manna, and Ms. Duckworth. The following Board
9 members were present: Mr. Hayden and Mr. McMillion.
10 c. Mr. Fletcher reported on current and closed investigations as of February 28, 2019,
11 concerning fiscal management issues and matters related to misconduct of specific
12 employees. Ms. Barr and Mr. Fletcher answered the Committee's questions about
13 these investigations and specific employees.
14
15 VI. The meeting adjourned at 6:39 p.m.