

CHARTER AUDIT COMMITTEE MINUTES

November 22, 2024
Department of Education

MEMBERS IN ATTENDANCE

James Smack, Chairman, Chief Deputy Controller, Nevada State Controller's Office
Mike Dang, Charter School Sponsoring Officer, City of Henderson
Michael Shafer, Audit Manager, Department of Education
CJ Manthe, Retired State Employee

MEMBERS EXCUSED

Jessica Young, Executive Branch Auditor, Governor's Finance Office

STAFF PRESENT

Braden Hudnall, Administrative Assistant II, Department of Education

I. ROLL CALL/CALL TO ORDER

The meeting was called to order at 10:04 am.

All members were present except Ms. Young, who was excused by Chair Smack.

II. PUBLIC COMMENT I

Chair Smack asked for comments from the public. There were no members of the public who wished to make comments.

III. APPROVAL OF MINUTES

The committee briefly reviewed the minutes from the January 29, 2024 meeting.

Ms. Manthe suggested changing her title on the minutes to reflect that she is now a retired state employee. Chair Smack agreed and suggested that his title be changed to reflect his position with the Nevada State Controller's Office as well.

With no added discussion from the committee, Ms. Manthe motioned in favor to accept the minutes with those minor changes. Mr. Dang seconded the motion.

The committee unanimously voted in favor of the motion and passed the minutes.

IV. REVIEW PRIORITIES AND PROCEDURES FOR RFQ SUBMISSIONS

Chair Smack began the discussion on the necessary changes to the RFQ that should be made in the creation of the 2025 RFQ.

Chair Smack said that any mention of FYE 2024 should be changed to FYE 2025 in the RFQ. All committee members agreed.

Chair Smack said that he would reach out to Melissa Mackedon of the State Public Charter School Authority to make sure the RFQ lists the correct number of charter school holders. Chair Smack suggested that the deadline for RFQ submissions be Friday, January 17, 2025. All committee members agreed.

Chair Smack suggested a scoring change under the "Specific Evaluation Criteria" section on Page 8 of the RFQ. He proposed changing the "Number of audit reports submitted late by charter school clients without regard to fault in the past three years" scoring to six points for 0-5 audit reports, four points for 6 audit reports, two points for 7 audit reports, and zero points for 8 or more audit reports.

All committee members agreed with this proposed change.

With all members in agreement, Chair Smack noted that this proposed score change must be updated on the new scoring rubric on Page 15.

Ms. Manthe suggested capitalizing the letter “O” in the word “Offeror” on the fourth bullet point on page 13, just to ensure that all of the capitalization stays consistent in each bullet point.

All committee members agreed.

Seeing no other changes, Mr. Dang motioned to approve the changes to the 2025 RFQ. Mr. Shafer seconded the motion.

The committee unanimously voted in favor of the motion and approved the changes to be made.

V. SCHEDULE RFQ RELEASE AND RFQ APPROVAL MEETINGS

Chair Smack set Monday, December 2, 2024 as the release date for the RFQ with the approved changes.

Chair Smack set Friday, January 17, 2025 as the deadline for submissions.

Chair Smack proposed that the RFQ review meeting for the COSAL Committee occur on Wednesday, January 29, 2025 at 10:00 a.m. as long as there were no arguments from committee members.

All committee members agreed with the proposed meeting dates.

VI. PUBLIC COMMENT II

Chair Smack asked for comments from the public.

There were no members of the public who wished to make comments.

The meeting was adjourned at 10:36 am.