

# CHARTER AUDIT COMMITTEE MINUTES

October 23, 2019  
Department of Education  
755 N. Roop Street  
Carson City, NV

## **MEMBERS IN ATTENDANCE**

James Smack, Chairman, COSAL Committee  
CJ Manthe, Commissioner, Public Utilities Commission  
Michael Shafer, Audit Chairman, Department of Education  
Sarah Nick, Management Analyst III, Department of Education

## **MEMBERS EXCUSED**

Mike Dang, Management Analyst IV, State Public Charter School Authority  
Heather Domenici, Executive Branch Auditor, Governor's Office of Finance

## **STAFF PRESENT**

Suzanne Richards, Charter Audit Committee Administrator, Nevada Department of Education

### **I. ROLL CALL/CALL TO ORDER**

After allowing a recess in order to set up an audio accounting of the meeting the meeting was brought to order at 9:39 am. Chairman Smack completed the roll call and a quorum was established. Mike Dang and Heather Domenici were excused.

### **II. PUBLIC COMMENT I**

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

### **III. APPROVAL OF MINUTES**

Chairman Smack asked if there were any comments regarding the minutes from the February 22, 2019 meeting. No suggestions were made.

Ms. Manthe motioned in favor to accept the minutes with the noted changes. Mr. Shafer seconded the motion.

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

### **IV. WELCOME SARAH NICK**

Chairman Smack introduced Sarah Nick. She briefed the committee on her background and past experiences.

Chairman Smack also thanked Rebecca Feiden for her previous input into the committee.

### **V. DISCUSSION REGARDING CHANGES TO THE AUDIT GUIDE.**

Chairman Smack reiterated that the Audit Guide was created by the Department of Education and that the committee only makes recommendations to the Department regarding the information conveyed in it.

Via e-mail suggestions from Mr. Dang and Ms. Domenici, two requests were addressed.

Mr. Dang, asked for changing the timeframe which are currently allowed, additions to filing the RFQ, and informational meetings prior to submission of the RFQ.

Ms. Domenici, also had a few minor grammatical changes.

Mr. Shafer explained that the changes suggested by Mr. Dang and Ms. Domenici had been accepted by the Department and that the changes are being made. The Guide will be uploaded to the webpage once the changes are complete.

Chairman Smack asked the committee members if they would like to be informed prior to making further changes that might be considered for the Audit Guide, or would the committee prefer to be updated at the next scheduled meeting? Members agreed that updates could be heard at the committee's next meeting at which time they could express their opinions.

The Deputy Attorney General advised that any discussions which involve the entire committee should be done at a Public Meeting and not via emails. Sharing of information between just the Chairman and the Department of Education however, could be carried out via email as long as the committee and public are informed at the next meeting.

With no other comments, Chairman Smack moved on to the agenda item.

## **VI. REVIEW AND REVISIONS TO THE PREVIOUS RFQ**

Chairman Smack asked the committee if they had any suggestions or changes to the Audit Guide. He explained the importance of the Peer Review regarding the RFQ. The committee agreed that minimal changes would be required.

Some of the changes which were made included: date of submission changes; the number of Charter Schools in the state; and changes to wording regarding the criteria given for late submissions of reports. The wording was changed from "Number of audit reports submitted late by the Charter School clients due to the auditor's inability to complete the audit in a timely manner in the past three years." was changed to "Number of reports submitted late by the charter school clients due to the auditor's fault in the past three years."

Mr. Smack asked for a vote from the committee regarding the wording change. The committee voted unanimously in favor of the change.

Ms. Manthe asked that the FAQ's on the website be updated. The committee agreed that any needed changes to the FAQ's would be sent to staff and the changes would be made. If any conflicts should arise, then the committee could address the concerns at a later date.

The committee voted on the revisions regarding the submission dates. No further discussions were made.

Mr. Shafer motioned to accept the changes to the RFQ, Ms. Nick seconded the motion.

Chairman Smack then asked for a motion regarding the acceptance of the RFQ as revised. It was approved by the committee.

## **VIII. ESTABLISH A SCHEDULE FOR THE UPCOMING YEAR**

The committee discussed a schedule for the deadline of the RFQ. They agreed on the closing of the RFQ to be on January 17, 2020, and a meeting to review the submitted RFQ's will be scheduled on January 22, and/or 29 if needed. It would be released on December 2, 2019 to the public.

## **IX. PUBLIC COMMENT**

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

The meeting was adjourned at 10:17 am.