

CHARTER AUDIT COMMITTEE MINUTES

November 19, 2020
Department of Education

MEMBERS IN ATTENDANCE

James Smack, Chairman, COSAL Committee
CJ Manthe, Commissioner, Public Utilities Commission
Sarah Nick, Management Analyst III, Department of Education
Heather Domenici, Executive Branch Auditor, Governor's Office of Finance

MEMBERS EXCUSED

Mike Dang, Management Analyst IV, State Public Charter School Authority
Michael Shafer, Audit Manager, Department of Education

STAFF PRESENT

Suzanne Richards, Charter Audit Committee Administrator, Nevada Department of Education
Gregg Ott, Department of Administration

I. ROLL CALL/CALL TO ORDER

The meeting was called to order at 2:02 pm.
Mr. Shafer was excused, and Mr. Dang was absent.
Ms. Nick announced that she would be leaving her position on the Committee and thanked the Committee for including her for the past year as a member.

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

The committee briefly reviewed the minutes from the June 30, 2020 meeting. After reviewing them, and with no added discussion from the committee, Ms. Manthe motioned in favor to accept the minutes. Ms. Nick seconded the motion.
Ms. Domenici abstained as she did not attend the meeting on June 30th.
The committee voted in favor of the motion and unanimously passed the minutes.

IV. REVIEW PRIORITIES AND PROCEDURES FOR RFQ SUBMISSIONS

Chairman Smack asked if the committee had any suggestions for changes to be made to the RFQ. The following were the suggested changes:
Changes should be made to the year that was referenced throughout the document.
On page 3, wording should be added to clarify requirements regarding the previous year's submissions.
On pages 4, 6, and 9, wording was requested to clarify the specifics regarding CPA and business licenses.
On page 5, the acronym "GAGAS" should be used instead of spelling out 'Generally Accepted Government Auditing Standard'.
No further suggestions were made.

V. DISCUSS AND ACT ON NEW OR OUTSTANDING ISSUES REGARDING THE COMMITTEE

Chairman Smack asked the committee if the Audit Guide needed any discussion. Ms. Manthe stated that any changes made to the guide by the authors could be presented at the next meeting.

VI. ESTABLISH A SCHEDULE FOR THE UPCOMING FISCAL YEAR

The committee set a deadline of January 15, 2020 for submission of the 2021 RFQ's. The committee agreed that the meeting for the acceptance of the RFQ's will be scheduled on January 27, 2021 and tentatively again on February 3, 2021.

VII. 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 2:39 pm