

	<p style="text-align: center;">THE SCHOOL BOARD OF LEE COUNTY <i>Compliance Advisory Committee</i> Dr. James A. Adams Public Education Center Monday, April 24, 2006 6:00 p.m.</p>
---	--

Committee Members Present: Mr. Jack Eikenberg (Chairman), Mr. Gary Griffin, Mr. James Hebner, Ms. Lynne Lampila, Ms. Patricia Ward, Mr. Richard Young

Committee Members Absent: Dr. Timothy Butts, Mr. Ken Caserio, Ms. Arlene Franklin, Ms. Karin Grant, Mr. Charles Gutekunst, Mr. Orin Opperman, Mr. Raymond Rhodes, Ms. Vicki Santini

Board Liaison Present: Dr. Jane Kuckel

District Staff Liaison Present: Mrs. Greta S. Campbell

Guests: Mr. Joseph Donzelli, Director of Communications; Mr. Lee Legutko, Chief Business Officer; Ms. Julie Nieminski, Board Auditor

Recording Secretary: Mrs. Lisa Meo

Welcome and Opening Remarks

The Chairman opened the meeting at 6:08 p.m., welcomed everyone, and made the following reports:

- Welcomed new member, Mrs. Patricia Ward; the new Internal Auditor to the School Board, Mrs. Julie Nieminski; the District’s new Chief Business Officer, Mr. Lee Legutko; and the District’s new Director of Communication, Mr. Joseph Donzelli.
- Thanked the Committee for pushing forward during his absences.

Public Comment (Agenda Items only)

None

Approval of Minutes
(March 13, 2006)

The Chairman asked if there were any changes/corrections to the Minutes of the March 13, 2006 meeting. Hearing none, he called for a Motion to approve the Minutes as presented. Motion was made, seconded, and carried 5-1, with Mrs. Lampila abstaining as she had not read them beforehand.

Board Member Comments

Dr. Kuckel introduced Mr. Donzelli, Mr. Legutko, and Mrs. Nieminski, and explained that each had been invited to join the meeting as her guests.

Mr. Donzelli spent some time explaining the concept/ purpose of the new Call Center and how it works, why it has been named a Call Center rather than a Hotline, and reviewed the types of calls that have been received thus far. After reviewing a written script of the pre-recorded greeting and then listening to it on the speaker phone, the Committee expressed concern that the message was too long and complicated. There was discussion about confidentiality concerns for calls regarding personnel or employment issues, referring to it as a Call Center vs. a Hotline, and clarifying the purpose of the Call Center. After a considerable time in discussion, it was the Committee’s general feeling that there is still work to be done to refine the Call Center/ Hotline and they made the following suggestions:

- Rename it a Hotline (Call Center is too passive and denotes low-level activity)

FINAL – Approved 06/12/06

- Simplify the pre-recorded greeting and record it in Spanish as well as English
- Allow for calls concerning personnel and employment issues, but arrange for automatic referral to Personnel/ Human Resources for handling. Also, look for a way to keep these types of calls confidential and out of the Sunshine.
- Arrange for transfer to relevant Department/ School when call concerns real time/ current issue (such as enrolling a student).
- Give ownership to new Internal Auditor to the School Board rather than lower-level staff.

The Committee also requested that Mr. Donzelli report back to them on a regular basis to keep track of progress.

Mrs. Julie Nieminski explained her approach to auditing (interested in facts and figures, not opinions because they can't be backed up) and how there are standard procedures to be followed. She shared that the first thing she will do is a risk assessment to identify areas that need attention and will be submitting an Audit Plan to the Board Chairman by August 2006. Responding to questions, she explained that she will work with the Board Members individually and then the Board will work via consensus (as they now do with the Superintendent), and that the Committee may assist her initially with preparing the Audit Plan. Dr. Kuckel invited everyone to the Board Workshop scheduled for 10:00 a.m. on May 1, 2006, at which the Board will decide work directives for Mrs. Nieminski.

Mr. Lee Legutko shared that he has extensive experience, having been a CFO/ CBO most of his professional life. In response to a question regarding what the Committee could do to assist him, he stated that, in his opinion, the District has more than its share of audits and he really just looks forward to the Committee using him as a resource to bounce their ideas off of and to obtain suggestions and feedback.

Directional Discussion
(continued from 03/13/06 meeting)

After continued discussion on direction, it was decided the Committee will focus on the following areas for the immediate future:

- Call Center/ Hotline
- Strategic Plan/ OPPAGA/ Sterling Quality (organizational design)
- Recommendations from Mrs. Nieminski, Internal Auditor to the School Board

After additional discussion on the similarities/differences between the OPPAGA report and the Strategic Plan, Mr. Hebner stated he would graph the District's progress in completing the Strategic Plan's Action Steps and share the data with the Committee.

Public Comment

None

Good of the Order

Mr. Hebner – Doing research for Dr. Greg Adkins, Executive Director of Human Resources and Employee Relations, regarding recruitment of teachers from outside of the United States. He stated that he will research what appears to be a very complex process to recruit foreign teachers and then develop a preliminary flow chart to guide District recruiting efforts for the H-1B category.

FINAL – Approved 06/12/06

Mr. Eikenberg – Asked if Committee wanted to hear presentation on Workers' Compensation at the June 12, 2006 meeting. The Committee responded in the affirmative.

Mrs. Lampila – Recently spoke with a parent who prevailed as Plaintiff in a lawsuit against the District. Mrs. Lampila wondered what positive changes were made as a result and why the District continues the suit. Also, asked when the Strategic Plan will be updated, to which Dr. Kuckel responded June 2006.

Mr. Griffin – At the June 12, 2006 meeting, he would like to see the presentation on the Call Center that will be given to the School Board in the near future.

Mr. Young – Feels too many non-essential people involved in the Call Center. One person/ department in the District needs to own it.

Next Meeting Date

The next meeting of the Compliance Advisory Committee is scheduled for **Monday, May 8, 2006**, at 6:00 p.m. in the Superintendent's Conference Room on the third floor of the Dr. James A. Adams Public Education Center, 2055 Central Avenue, Fort Myers, Florida.

Adjournment

The Chairman adjourned the meeting at 8:17 p.m.

:lkm