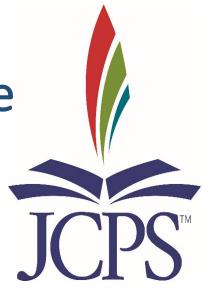
Internal Audit Department Administrative and Project Update



Audit and Risk Management Advisory Committee
September 13, 2023

Agenda

 Introduction of New Internal Audit Director: May Porter

Overview of The Transportation Assessment RFP

Workiva Implementation Status Update

FY 24 Audit Plan Update



Internal Audit Director: May R. Porter

- Start Date: August 14, 2023
- Background: CIA, CFE; > 17 Yrs. Financial and Internal Audit Experience
- Internal Audit Team: May R. Porter, Director
 Chalynn Comage, CFE Risk Investigator
 John LeMaster, CPA Internal Auditor
 Sonya Miller, Internal Auditor
 Shari Mattingly, Internal Audit Clerk
- Mission: ... providing independent, objective, and risk-based assurance and consulting activities...
- Vision: To make Internal Audit the go to partner
- Core Values: Integrity, Objectivity, Competence, and Confidentiality

Overview of The Transportation Assessment RFP

- Requested August 15, 2023, by the Jefferson County Board of Education (JCBE) and The Superintendent's Office
- Performed by a Third-Party Service Provider
- Procured by way of a Request For Proposal (RFP)

Transportation Assessment RFP

- ➤ Managed By Internal Audit
- ➤ Anticipated Issue Date: on or before 9.19.23
- ➤ Anticipated Award Date 10.12.23
- ➤ Anticipated JCBE Approval: 10.26.23 Meeting



Workiva Implementation Status Update

- Late 2022 / Early 2023 Workiva (Governance Risk and Compliance Platform) and Clearview (Implementation and Configuration)
- Late 2022 / Early 2023 Internal Audit, Information Technology, and Climate and Culture
- Agreed Upon Timelines:
 - Internal Audit Module 31 Weeks; Currently at 33 Weeks Incomplete * Go Live Delayed
 - Safe Crisis Management 13 Weeks; Currently at 12 Weeks
 Incomplete * Go Live Delayed
 - IT Framework Management 7 Weeks; Complete at 18 Weeks



Workiva Implementation Status Update

Phase 1:

Discovery & Existing Process Evaluation

- Meet your Clearview team
- Planning calls and meet key stakeholders
- Agree on project goals and business requirements
- Review current state process and provide recommendations for improvement and best use of platform
- Start basic document set-up

Phase 2: Review Existing Source Data Structure

- Examine current source data structures (structured vs. unstructured data)
- Understand how data is currently transferred to end reports
- Identify ways to optimally gather data
- Discuss system integration options

Phase 3: Solution Delivery & Set-up

- Configure solution to achieve business goals and requirements
- Document set-up and linking
- Data table and query structures
- System integration options
- · Share best practices
- Assess timelines and milestone achievements

Phase 4: Customer Review & Enablement

- Customer review of process and documents developed
- Workiva training and core project team enablement
- Analytics Enablement
- Contributor training
- SOP and cheatsheet development
- Finalize solution setup

Phase 5: Go-Live

- Dedicated application and account support
- Additional training for new team members
- Help to identify additional Workiva use cases

Safe Crisis Management – Phase 3 / 4

Internal Audit – Phase 4 / 5



Workiva Implementation Status Update

- Project Challenges:
- User Training (Train the Trainer)
- Change Management
- Efficient Data Import and Buildout
- Contract Compliance
- New Director Learning Curve



FY 24 Audit Plan Update

FY 24 Audit Plan

- Approved by JCBE August 29th
- On JCPS / Internal Audit Website



Questions

