

**BOARD MEMO**

Date: September 26, 2019

For ACTION       

For INFORMATION   X  

Board Agenda: Yes   X  

No       

**FROM:** Stephen M. Wilkins, Ed.D., Chief Human Resources Officer (CHRO)

**THROUGH:** Gregory C. Hutchings, Jr., Ed.D., Superintendent of Schools

**TO:** The Honorable Cindy Anderson, Chair, and  
Members of the Alexandria City School Board

**TOPIC:** Human Resources Audit Update #3

**ACPS 2020 STRATEGIC PLAN GOAL:**

Goal 3: An Exemplary Staff

**SY 2019-2020 FOCUS AREA:**

Focus Area 6: Audit Updates

**FY 2020 BUDGET PRIORITY:**

Retention and Recruitment

**SUMMARY:**

Since the February 7, 2019 Human Resources Department audit update, progress has been made on the recommendations. As of September 2019, of the 25 recommendations listed in the audit:

- 11 (44 %) recommendations are in progress; (from 60% to 44% in the queue)
- 1 (4 %) recommendations are ongoing; and (from 24% to 4% as on-going)
- 13 (52 %) recommendations have been completed. (from 28% to 52% completed)

All of the Human Resources audit recommendation(s) and the corresponding statuses are detailed within the attached presentation. This report on the Human Resources audit is the third in a series of Human Resources audit quarterly updates.

**BACKGROUND:**

The School Board approved a risk assessment of ACPS which resulted in the approved funding in the FY 2016 Combined-Funds Budget for an internal audit program. In January 2018, the School Board awarded a contract to Gibson Consulting Group to conduct a functional performance audit of Human Resources.

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### **(Background cont. : Human Resources Third Audit Update)**

The audit began in February 2018 and was completed in September 2018. An internal audit report of the human resources function was presented by Gibson to the School Board on October 11, 2018.

#### **RECOMMENDATION:**

The Superintendent recommends that the School Board review the Human Resources Audit Reports.

**ATTACHMENT:** Human Resources Audit Update PowerPoint Presentation and Audit Status Implementation Chart (attachment).

**CONTACT PERSON:** Stephen M. Wilkins, Chief Human Resources Officer at 703 619-8167