



1325 California Avenue  
Windsor, ON N9B 3Y6  
BOARD CHAIRPERSON: Fulvio Valentinis  
DIRECTOR OF EDUCATION: Emelda Byrne

**AUDIT COMMITTEE  
MINUTES - PUBLIC SESSION**  
Wednesday, June 14, 2023 at 6:20 p.m.  
Windsor Essex Catholic Education Centre  
Video Conference Room

**PRESENT:**

**Audit Committee Members:**

Vanessa DaDalt (Community member)  
Mary DiMenna (Board member)

Joe Iacono (Board member)  
Fulvio Valentinis (Board member)

**Administrative Resource Personnel:**

Penny King, Executive Superintendent of Business  
Susan Swiatoschik, Senior Manager of Finance  
Shannon Ficon, Manager of Finance  
Emelda Byrne, Director of Education

**Regrets:** Peter Wasylyk (Community member - Chair)

Recorder: E. Grubestic

1. Call to Order - Acting Chair DaDalt called the meeting to order at 6:49 p.m.

In the absence of Chair Wasylyk, committee members elected V. DaDalt as the Acting Chair for the June 14, 2023 in-camera and public meetings.

2. Opening Prayer - Acting Chair DaDalt lead the group with opening prayer.
3. Recording of Attendance - All Committee members were present with the exception of Chair Wasylyk.
4. Approval of Agenda

Moved by: J. Iacono

Seconded by: F. Valentinis

**THAT the June 14, 2023 Audit Committee Public Session meeting agenda be approved as presented. Carried.**

5. Disclosure of Interest Pursuant to the *Municipal Conflict of Interest Act* - None.
6. Action Items:

- a) Minutes of the Audit Committee Public Session Meeting of November 10, 2022

Moved by: M. DiMenna

Seconded by: F. Valentinis

**THAT the Minutes of the November 10, 2022 Audit Committee Public Session Meeting be approved as distributed. Carried.**

b) Items from the In-Camera Meeting of June 14, 2023

Moved by: M. DiMenna

Seconded by: F. Valentinis

**THAT the Minutes of the November 10, 2022 Audit Committee In-Camera Session Meeting be approved as distributed. Carried.**

Moved by: M. DiMenna

Seconded by: J. Iacono

**THAT the Audit Committee approve the recommendation regarding a matter exempt from access under Security of the Board, item 8a(i). Carried.**

Moved by: J. Iacono

Seconded by: M. DiMenna

**THAT the Audit Committee approve the recommendation regarding a matter exempt from access under Security of the Board, item 8a(ii). Carried.**

Moved by: M. DiMenna

Seconded by: F. Valentinis

**THAT the Audit Committee approve the recommendation regarding a matter exempt from access under Security of the Board, item 9a. Carried**

c) Audit Committee's Annual Assessment of Internal Audit - Assign Process

As part of its duties, each committee member must complete an evaluation of the internal audit functions. V. DaDalt agreed to coordinate the performance assessment process among the committee members and return a consolidated evaluation form to S. Swiatoschik. The annual evaluation of Internal Audit will be placed on the next agenda for the committee's final consideration and disposition.

d) 2023-24 Meeting Schedule and Work Plan

The 2023-24 Meeting Schedule and Work Plan was reviewed and approved by consensus.

7. Other Open Session Business - None

8. Questions - None

9. Next Meeting Dates:

- Wednesday, September 20, 2023 at 6:00 p.m.
- Monday, November 13, 2023 at 6:00 p.m.
- Wednesday, April 10, 2024 at 6:00 p.m. (*Tentative, only if required*)
- Wednesday, June 12, 2024 at 6:00 p.m.

10. Closing Prayer - Acting Chair DaDalt lead the group with closing prayer.

11. Adjournment - The meeting adjourned at 6:56 p.m. at the call of the Acting Chair.



**Vanessa DaDalt**

*Audit Committee Chairperson (Acting)*