

El Paso Independent School District
Minutes of Board's Investigative Services Committee Meeting
February 8, 2005
4:30 p.m.
Education Center-Boeing

Present: Mr. Sal Mena, Jr., Board President, Board's Investigative Services Committee
Chairperson
Mr. Carlos Cordova, Board Secretary
Dr. Charles Roark, Board Member

Administration: Mr. Charles Tafoya, Superintendent
Mr. Kenneth Parker, Chief Business Officer
Miss Carolyn Grantham, Associate Superintendent, Human Resources
Ms. Elizabeth Bulos, Director, Employee Benefits

Guests: Miss Leonor Garcia, Board Member
Dr. Lorraine O'Donnell, Board Secretary
Mr. David Marcus, Marcus, Fairall, Bristol & Co., L.L.P.
Mr. James Edge, Edge Ciavarella & Co., P.C.

The meeting was called to order at 4:37 p.m. by Mr. Mena.

The topics discussed were as follows:

- 1A. Report on Investigation of District's Insurance Selection/RFP Process by EPISD Investigative Services auditors Marcus, Fairall, Bristol, & Co. LLP/Edge, Ciavarella & Co.
 - a. Process for investigation of insurance bidding process
 - b. Findings and recommendations
 - (1) District employees attend seminars partially paid or paid in full by vendors doing business with EPISD. Recommend that District ensure seminars are not paid for by outside vendors.
 - (2) Board President does not receive commissions from sale of insurance products to District.
 - (3) Board President submitted signed disclosure statement disclosing possible conflict of interest.
 - (4) Independent insurance consultant does not participate in sale of products to District but does act as agent to sell products to other school districts. Recommend that EPISD request that consultants provide assurance that they do not represent vendors.
 - (5) Items on consent agenda can be moved to regular agenda to allow for discussion.
 - (6) Chairpersons of Board committees do not lend themselves to conflict of interest because they are professionals in related field.
 - (7) Recommend that District reinstate vendor fair to resolve perception that some vendors are not provided adequate opportunities to present products.
 - (8) Recommend revision of process to maintain vendor list by Purchasing and process for adding information to proposals that are submitted in response to RFP (request for proposals).
 - (9) No evidence of violation of Board policies, laws, or regulations.

Meeting Adjourned

The meeting was adjourned 5:05 p.m.

Date Approved: April 12, 2005