

**MINUTES
CENTRAL FLORIDA EXPRESSWAY AUTHORITY
AUDIT COMMITTEE MEETING
March 5, 2015**

Committee Members Present:

Eric Gassman, Orange County Representative
Barbara Lehman, Lake County Representative
Brian Battles, City of Orlando

Committee Member Absent:

Kaye Dover, Osceola County Representative
Bruce McMenemy, Seminole County Representative

Also Present:

Ruth Valentin, Recording Secretary/Office Coordinator
Darleen Mazzillo, Executive Assistant
Lisa Lombard, Interim Chief Financial Officer
Laura Kelley, Deputy Executive Director of Finance & Administration
Linda Brehmer Lanosa, Deputy General Counsel
Phil Fretwell, Protiviti
Jeff Tecau, Protiviti
David Taylor, Protiviti

CALL TO ORDER

The meeting was called to order at 8:05 a.m. by Chairman Eric Gassman.

PUBLIC COMMENT

There was no public comment.

INTRODUCTIONS

Those in attendance at the meeting introduced themselves.

APPROVAL OF MINUTES

A motion was made by Mr. Gassman and seconded by Ms. Lehman to approve the November 21, 2014 Audit Committee minutes as presented. The motion carried unanimously with three members voting AYE by voice vote; Ms. Dover and Mr. McMenemy were not present.

INTERNAL AUDIT MATTERS

Status of Fiscal 2015 Internal Audit Plan

Mr. Tecau of Protiviti presented an update on FY 2015 Internal Audit Plans.

Discussion of Additional Hours for Back Office Customer Center Review

Mr. Tecau of Protiviti presented a review on the Back Office Customer Contact Service Center Review Planning and Scoping Memo.

Mr. Tecau explained that an additional 200 man hours is needed to conduct the Back Office Customer Center Review. CFX currently does not have the sufficient workforce to assist with data collection efforts to support this project, therefore Protiviti is requesting approval to provide the additional man hours.

A motion was made by Mr. Battles and seconded by Ms. Lehman to approve additional hours on the revised total hour budget for Back Office Customer Center Review. The motion carried unanimously with three members voting AYE by voice vote; Ms. Dover and Mr. McMenemy were not present.

Review and Acceptance of DHSMV Data Security Report

Mr. Taylor of Protiviti presented the DHSMV Data Security Assessment Report for acceptance.

Internal Audit identified zero (0) observations that should be addressed in order to enhance CFX's Driver's License or Motor Vehicle Data Exchange process.

A motion was made by Ms. Lehman and seconded by Mr. Battles to accept the DHSMV Data Security Assessment report. The motion carried unanimously with three members voting AYE by voice vote; Ms. Dover and Mr. McMenemy were not present.

Update on the PCI 3.0 Gap Assessment

Mr. Taylor of Protiviti provided the committee an update on the PCI 3.0 Gap Assessment. The version of the PCI dated security standard changed from version two to version three. It has been discussed to incorporate a solution of a point to point encryption. This means when credit card information is entered at the call center or service centers the information will be encrypted by a validated device and then submitted to the processing bank which will return a token. If this were to go into effect it would reduce the PCI compliance requirements.

Discussion of Fiscal 2015-2016 Risk Assessment

Mr. Tecau presented the proposed approach for the Fiscal 2015 – 2016 Risk Assessment. This Risk Assessment will be designed to identify and prioritize key areas of risk within the Authority to consider in creating the fiscal 2015 - 2016 Internal Audit Plan.

Mr. Tecau requested the Committee's input on the proposed FY 2015 - 2016 Risk Assessment approach. The committee suggested that Protiviti focus on the area of Bond Financing/Covenant Compliance (#17) as one area of heightened risk.

PROPOSED INTERNAL AUDIT BUDGET FOR FISCAL 2015-2016

Ms. Lumbard presented the Internal Audit Budget for Fiscal 2015 – 2016.

A motion was made by Ms. Lehman and seconded by Mr. Battles to maintain the budget at \$389,000 for Fiscal Year 2016. The motion carried unanimously with three members voting AYE by voice vote; Ms. Dover and Mr. McMenemy were not present.

OTHER BUSINESS

The committee proposed the next meeting be held on May 21, 2015.

It was proposed that we schedule the Audit Committee meetings through the end of the year. It was also suggested that the Statistical Reports be reviewed periodically by the committee.

ADJOURNMENT

The meeting adjourned at 9:20 a.m.

Pursuant to the Florida Public Records Law and CFX Records Management Policy, audio tapes of all Board and applicable Committee meetings are maintained and available upon request to the Custodian of Public Records at publicrecords@CFXway.com or 4974 ORL Tower Road, Orlando, FL 32807.