

**MINUTES**  
**CENTRAL FLORIDA EXPRESSWAY AUTHORITY**  
**AUDIT COMMITTEE MEETING**  
**August 21, 2014**

---

Committee Members Present:

Ray Elwell, City of Orlando Representative  
Eric Gassman, Orange County Representative  
Bill Merck, Community Member

Committee Members Absent:

Vacant, Board member  
Vacant, Board member

Also Present:

Joe Passiatore, General Counsel  
Angela Carloss, Recording Secretary/Administrative Coordinator  
Lisa Lumbar, Interim Chief Financial Officer  
Phil Fretwell, Protiviti  
Jeff Tecau, Protiviti  
Laura Kelley, Deputy Executive Director of Finance & Administration

Participating via phone:

David Taylor, Protiviti

**CALL TO ORDER**

The meeting was called to order at 9:00 a.m. by Eric Gassman, who served as chair for this meeting.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF MINUTES**

A motion was made by Mr. Elwell and seconded by Mr. Merck to approve the April 21, 2014 Audit Committee minutes as presented. The motion carried unanimously; Board Members are not present as positions are vacant.

**FY 2014 INTERNAL AUDIT PLAN UPDATE**

Phil Fretwell of Protiviti gave a brief update of the Internal Audit Plan. Protiviti has completed the Internal Audit Plan for FY 2014 with the acceptance of today's audits, and is under budget for the year.

---

### **REVIEW AND ACCEPTANCE OF SENSITIVE DATA AUDIT REPORT**

David Taylor of Protiviti presented the Sensitive Data Audit Report for acceptance.

The Sensitive Data Audit Report is a restricted report for security reasons. The report was provided and subsequently collected by the Internal Auditor at the meeting.

Please note: "This document is exempt from public records disclosure pursuant to F.S. 282.318. It shall not be copied or distributed in any manner. It may not be inspected or reviewed by any persons other than those authorized by CFX to receive it. Upon conclusion of review, those persons authorized shall return the document to the CFX Internal Auditor."

The Committee instructed Protiviti to add this audit report to the list of items for follow up to assure sensitive information is removed in accordance with the report.

**A motion was made by Mr. Merck and seconded by Mr. Elwell to accept the Sensitive Data Audit Report as presented. The motion carried unanimously; Board Members are not present as positions are vacant.**

### **REVIEW AND ACCEPTANCE OF BUSINESS IMPACT ANALYSIS REPORT**

David Taylor of Protiviti presented the Business Impact Analysis Report for acceptance.

The Business Impact Analysis Report is a restricted report for security reasons. The report was provided and subsequently collected by the Internal Auditor at the meeting.

Please note: "This document is exempt from public records disclosure pursuant to F.S. 282.318. It shall not be copied or distributed in any manner. It may not be inspected or reviewed by any persons other than those authorized by CFX to receive it. Upon conclusion of review, those persons authorized shall return the document to the CFX Internal Auditor."

**A motion was made by Mr. Elwell and seconded by Mr. Merck to accept the Business Impact Analysis as presented. The motion carried unanimously; Board Members are not present as positions are vacant.**

### **REVIEW AND ACCEPTANCE OF PROPOSED FISCAL YEAR 2015 INTERNAL AUDIT PLAN**

Phil Fretwell and Jeff Tecau reviewed the proposed FY2015 Internal Audit Plan (attached). Board Members were not included in the interview process due to the changes in the Board during the process.

---

Note that the PCI Compliance Audit is a separate contract. The Ethics Policy and Senate Bill 230 are to be audited as one project.

The Committee suggested that the All Aboard Florida Audit have the budget reduced by \$8,100 and have the timing of that audit be subject to approval by the Audit Committee based on where the Authority is in the process.

**A motion was made by Mr. Merck and seconded by Mr. Elwell to approve the Fiscal 2015 Internal Audit Plan subject to the All Aboard Florida Audit budget reduced by \$8,100 and the timing of that audit subject to approval by the Audit Committee. The motion carried unanimously; Board Members are not present as positions are vacant.**

#### **RESPONSIBILITIES UNDER AUDIT COMMITTEE CHARTER**

As the meeting was a short meeting, this was not able to be covered. It was decided that this would be reviewed at the first meeting by the new members of the Audit Committee.

#### **OTHER BUSINESS**

The Committee thanked Mr. Merck for his service on the Audit Committee, as the proposed new Audit Committee structure does not include a community member.

#### **ADJOURNMENT**

The meeting adjourned at 9:46 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](mailto:publicrecords@CFXway.com) or 4974 ORL Tower Road, Orlando, FL 32807.