

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

MINUTES
CENTRAL FLORIDA EXPRESSWAY AUTHORITY
AUDIT COMMITTEE MEETING
March 29, 2017
Location: Pelican Conference Room 107

Committee Members Present:

Bruce McMenemy, Seminole County Representative, Chairman
Brian Battles, City of Orlando Representative
Kristy Mullane, Lake County Representative
Kaye Dover, Osceola County Representative
Eric Gassman, Orange County Representative

Committee Members Not Present:

Tamrin Mahon, Citizen Representative

Participating by Phone:

John Rushing, Protiviti
Jon Critelli, Protiviti

Also Present:

Ruth Valentin, Recording Secretary/Office Coordinator
Laura Kelley, Executive Director
Lisa Lumbar, CFO
Aneth Williams, Director of Procurement
Linda Lanosa, Deputy General Counsel
Jeff Tecau, Protiviti
Phil Fretwell, Protiviti
David Taylor, Protiviti
Teresa Mallary, Protiviti

1. CALL TO ORDER

The meeting was called to order at 10:01 a.m. by Chairman Bruce McMenemy.

2. PUBLIC COMMENT

There was no public comment.

3. APPROVAL OF MINUTES

A motion was made by Ms. Mullane and seconded by Ms. Dover to accept the December 15, 2016 Audit Committee minutes as presented. The motion carried unanimously with five members present and voting AYE by voice vote; Ms. Mahon was not present.

4. INTERNAL AUDIT MATTERS

A. Status Update: Fiscal 2017 Internal Audit Plan-

Jeff Tecau of Protiviti presented an update on the Status of the Fiscal Year 2017 Internal Audit Plan.

(This item was presented for information only. No formal committee action was taken.)

B. REVIEW AND ACCEPTANCE OF INTERNAL AUDIT REPORTS

Prior Audit Recommendations: Semi-Annual Follow-Up

Teresa Mallary presented the Prior Audit Recommendations: Semi-Annual Follow-Up for review and acceptance. Lisa Lumbard reviewed the past due items that are still open.

A motion was made by Mr. McEnemy and seconded by Ms. Mullane to accept the Prior Audit Recommendations: Semi-Annual Follow-Up. The motion carried unanimously with five members present and voting AYE by voice vote; Ms. Mahon was not present.

Procurement and Contract Billing Audits

Jon Critelli presented the Procurement and Contract Billing audit report for review and acceptance.

A motion was made by Mr. Battles and seconded by Mr. Gassman to accept the Procurement and Contract Billing audit. The motion carried unanimously with five members present and voting AYE by voice vote; Ms. Mahon was not present.

Change Management Review- Tolling System Replacement (Memo)

David Taylor provided a follow-up on the Change Management Review-Tolling System Replacement audit.

(This item was presented for information only. No formal committee action was taken.)

Call Center Staffing Model Development (Memo)

Jeff Tecau presented the Call Center Staffing Model Development Analysis for review and acceptance.

A motion was made by Mr. Gassman and seconded by Mr. Battles to accept the Call Center Staffing Model Development Analysis. The motion carried unanimously with five members present and voting AYE by voice vote; Ms. Mahon was not present.

Vendor Security Review

David Taylor presented the Vendor Security Review for review and acceptance.

A motion was made by Ms. Mullane and seconded by Ms. Dover to accept the Vendor Security Review audit. The motion carried unanimously with five members present and voting AYE by voice vote; Ms. Mahon was not present.

5. REVIEW AND APPROVAL OF FISCAL 2018 INTERNAL AUDIT BUDGET

Lisa Lumbard presented the Fiscal 2018 Internal Audit Budget for acceptance.

A motion was made by Mr. Gassman and seconded by Ms. Dover to bring to the Board the budget of \$564,000 for Fiscal 2018 Internal Audit Budget. The motion carried unanimously with five members present and voting AYE by voice vote; Ms. Mahon was not present.

6. RECOMMEND APPROVAL OF RENEWAL #2 OF INTERNAL AUDIT CONTRACT WITH PROTIVITI

Lisa Lumbard presented the 2nd and final one year renewal of the Internal Audit Contract with Protiviti to bring to the next Board meeting for approval.

A motion was made by Mr. Gassman and seconded by Ms. Mullane for approval to bring to the Board renewal #2 the of Internal Audit Contract with Protiviti. The motion carried unanimously with five members present and voting AYE by voice vote; Ms. Mahon was not present.

7. RECOMMEND APPROVAL OF RENEWAL #2 OF PCI CONTRACT WITH PROTIVITI

Lisa Lumbard presented the 2nd and final one year renewal of the PCI Contract with Protiviti to bring to the Board for approval.

A motion was made by Mr. Gassman and seconded by Mr. Battles for approval to bring to the Board renewal #2 of the PCI Contract with Protiviti. The motion carried unanimously with five members present and voting AYE by voice vote; Ms. Mahon was not present.

8. OTHER BUSINESS

Lisa Lombard presented the Treasurers Report that will be presented at the April Board meeting. It was also mentioned that the existing Toll Policy was adjusted by the Board in February.

9. ADJOURNMENT

The meeting adjourned at 10:58 a.m.

Minutes approved on 6/22, 2016.

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