

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

MINUTES
CENTRAL FLORIDA EXPRESSWAY AUTHORITY
AUDIT COMMITTEE MEETING
September 22, 2016
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

Also Present:

Ruth Valentin, Recording Secretary/Office Coordinator
Laura Kelley, Executive Director
Linda Lanosa, Deputy General Counsel
Aneth Williams, Director of Procurement
Corey Quinn, Chief of Technology/ Operations
Mahmood Ulhaq, Information Security Manager
David Wynne, Director of Toll Operations
Claude Miller, Director of Maintenance
Bryan Homayouni, Manager of Traffic Operations
Jeff Tecau, Protiviti
Phil Fretwell, Protiviti
Teresa Mallary, Protiviti

1. CALL TO ORDER

The meeting was called to order at 11:00 a.m. by Chairman Bruce McMenemy.

2. PUBLIC COMMENT

There was no public comment.

3. APPROVAL OF MINUTES

A motion was made by Ms. Dover and seconded by Mr. Gassman to accept the June 23, 2016 Audit Committee minutes as presented. The motion carried unanimously with five members voting AYE by voice vote; Ms. Mahon was not present.

4. EXTERNAL AUDIT MATTERS

Aneth Williams presented the procurement process for the selection of the External Auditor. It was noted that one member of the Audit Committee needed to be part of the selection committee.

A recommendation was made by Ms. Mullane to change the scope for any new guidance coming out.

A motion was made by Mr. Gassman and seconded by Ms. Dover to recommend Mr. McMenemy to the selection committee for the External Auditor. The motion carried unanimously with five members voting AYE by voice vote; Ms. Mahon was not present.

5. INTERNAL AUDIT MATTERS

Status Update: Fiscal 2016 Internal Audit Plan

Jeff Tecau presented the status of the Fiscal Year 2016 Internal Audit Plan.

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

Procurement and Contract Billing Audits

Contract Selections

Teresa Mallary presented the Contract Selections for Fiscal Year 2017.

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

Subject Matter Expert Travel Expenses

Jeff Tecau informed the committee that Protiviti would like approval to utilize subject matter expertise for Construction and Capital Projects and for the Call Center Staffing Model Development. Travel expenses would run between 10 – 15%. It was noted that travel expenses must stay within the Florida statutes.

A motion was made by Mr. Gassman and seconded by Mr. Battles to approve a pre-approval for Subject Matter Expert Travel Expenses with a cap of \$5,000 for Construction and Capital Projects and \$5,000 for the Call Center Staffing Model Development. The motion carried unanimously with five members voting AYE by voice vote; Ms. Mahon was not present.

Review and Acceptance of Prior Audit Recommendations Follow-Up

Jeff Tecau introduced the Prior Audit Recommendations Follow-Up Report. Laura Kelley presented the status of management actions for the past due items as highlighted in the Prior Audit Recommendations Follow-Up.

A motion was made by Mr. Gassman and seconded by Ms. Mullane to approve the Prior Audit Recommendations Follow-Up as presented. The motion carried unanimously with five members voting AYE by voice vote; Ms. Mahon was not present.

6. OTHER BUSINESS

A recommendation was made that a summary of the Prior Audit Recommendations be provided to the Board through a briefing or monthly Executive Directors report.

7. ADJOURNMENT

The meeting adjourned at 11:38 a.m.

Minutes approved on 12/15, 2016.

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