

# CENTRAL FLORIDA EXPRESSWAY AUTHORITY

MINUTES  
CENTRAL FLORIDA EXPRESSWAY AUTHORITY  
AUDIT COMMITTEE MEETING  
February 21, 2018  
Location: Pelican Conference Room 107

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Committee Members Present:

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

Also Present:

Mala Iley, Recording Secretary/Paralegal  
Laura Kelley, Executive Director  
Lisa Lumbar, CFO  
Linda Lanosa, Deputy General Counsel  
Michael Carlisle, Director of Accounting and Finance  
Corey Quinn, Chief of Technology/Operations  
Aneth Williams, Director of Procurement  
Jeff Tecau, Protiviti  
Phil Fretwell, Protiviti  
Teresa Mallary, Protiviti  
David Taylor, Protiviti  
Chris Porter, Protiviti

1. **CALL TO ORDER**

The meeting was called to order at 1:00 p.m. by Chairman Kaye Dover.

2. **PUBLIC COMMENT**

There was no public comment.

3. **APPROVAL OF MINUTES**

Ms. Dover stated the date should be corrected on page three of the draft minutes.

**A motion was made by Mr. Gassman and seconded by Ms. Mullane to accept the changes recommended by Chairman Kaye Dover and to accept the October 26, 2017 Audit Committee minutes. The motion carried unanimously with six members present and voting AYE by voice vote.**

#### **4. INTERNAL AUDIT MATTERS**

##### **A. Status Update: Fiscal 2018 Internal Audit Plan**

Jeff Tecau of Protiviti presented an update on the Status of the Fiscal Year 2018 Internal Audit Plan.

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

##### **B. Review and Acceptance of Prior Recommendations Follow-Up**

Teresa Mallary of Protiviti presented the Prior Recommendations Follow-Up for review and acceptance.

**A motion was made by Mr. Battles and seconded by Ms. Zee to accept the Prior Recommendations Follow-up as presented. The motion carried unanimously with six members present and voting AYE by voice vote.**

##### **C. Review and Acceptance of Procurement and Contract Billing Audits**

Ms. Mallary presented the Procurement and Contract Billing Audit for review and acceptance.

**A motion was made by Ms. Mullane and seconded by Mr. McMenemy to accept the Procurement and Contract Billing Audits as presented. The motion carried unanimously with six members present and voting AYE by voice vote.**

##### **D. Review and Acceptance of Safety and Maintenance Policies and Procedures Compliance Audit**

Ms. Mallary presented the Safety and Maintenance Policies and Procedures Compliance Audit for review and acceptance.

**A motion was made by Mr. Battles and seconded by Mr. McMenemy to accept the Safety and Maintenance Policies and Procedures Compliance Audit. The motion carried unanimously with six members present and voting AYE by voice vote.**

##### **E. Review and Acceptance of TRAILS Program Review**

Ms. Mallary presented the TRAILS Program Review Audit for review and acceptance.

**A motion was made by Mr. Battles and seconded by Mr. Gassman to accept the TRAILS Program Review Audit as presented. The motion carried unanimously with six members present and voting AYE by voice vote.**

##### **F. Review and Acceptance of DHSMV Data Security Assessment**

David Taylor of Protiviti presented the DHSMV Data Security Assessment for review and acceptance.

**A motion was made by Ms. Mullane and seconded by Mr. Battles to accept the DHSMV Data Security Assessment as presented. The motion carried unanimously with six members present and voting AYE by voice vote.**

**G. Review and Acceptance of PCI Assessment with Report on Compliance**

Mr. Taylor presented the PCI Assessment with Report on Compliance for review and acceptance.

**A motion was made by Mr. Battles and seconded by Mr. Gassman to accept the PCI Assessment with Report on Compliance as presented. The motion carried unanimously with six members present and voting AYE by voice vote.**

**5. ANNUAL REVIEW AND APPROVAL OF THE AUDIT COMMITTEE CHARTER**

Mr. Tecau presented the Annual Review of the Audit Committee Charter.

**A motion was made by Mr. Battles and seconded by Mr. Gassman to accept the Audit Committee Charter as presented. The motion carried unanimously with six members present and voting AYE by voice vote.**

**6. REVIEW OF RFP FOR INTERNAL AUDIT SERVICES AND DESIGNATION OF COMMITTEE MEMBER TO SERVE ON EVALUATION COMMITTEE**

Linda Lanosa Brehmer, Deputy General Counsel, presented the RFP for Internal Audit Services. Lisa Lumbard, CFO, presented a handout to the Committee regarding the RFP's pending dates. It was decided to merge the Internal Audit Services and PCI Audit Services agenda item number 7 into one RFP. Mr. Battles agreed to serve on the RFP Evaluation Committee.

**A motion was made by Mr. Gassman and seconded by Ms. Mullane to accept and merge the Internal Audit Services and PCI Audit Services into one RFP, with Brian Battles placed on the committee. The motion carried unanimously with six members present and voting AYE by voice vote.**

**7. REVIEW OF RFP FOR PCI AUDIT SERVICES AND DESIGNATION OF COMMITTEE MEMBER TO SERVE ON EVALUATION COMMITTEE**

See agenda item number 6 above.

**8. REVIEW AND APPROVAL OF FISCAL 2019 INTERNAL AUDIT BUDGET**

Ms. Lumbard presented the Fiscal 2019 Internal Audit Budget for review and approval.

**A motion was made by Mr. Gassman and seconded by Ms. Zee to accept the Fiscal 2019 Internal Audit Budget as presented. The motion carried unanimously with six members present and voting AYE by voice vote.**

**9. OTHER BUSINESS**

None.

**10. ADJOURNMENT**

The meeting adjourned at 2:25 p.m.

Minutes approved on 6/20, 2018.

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