

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

MINUTES
CENTRAL FLORIDA EXPRESSWAY AUTHORITY
AUDIT COMMITTEE MEETING
January 31, 2019

Location: Central Florida Expressway Authority
4974 ORL Tower Road
Orlando, FL 32807
Pelican Conference Room 107

Committee Members Present:

Megan Zee, Citizen Representative, Chairman
Brian Battles, City of Orlando Representative
Kaye Dover, Osceola County Representative
Kristy Mullane, Lake County Representative

Participating by Phone:

Bruce McMenemy, Seminole County Representative

Also Present:

Ruth Valentin, Recording Secretary/Administrative Coordinator
Laura Kelley, Executive Director
Lisa Lumbar, Chief Financial Officer
Joseph L. Passiatore, General Counsel
Corey Quinn, Chief of Technology/Operations
Michael Carlisle, Director of Accounting and Finance
Aneth Williams, Director of Procurement
Teresa Mallary, Protiviti
Jeff Tecau, Protiviti
David Taylor, Protiviti
Chris Porter, Protiviti

The agenda was taken out of order due to quorum requirements.

A. CALL TO ORDER

The meeting was called to order at approximately 1:09 p.m. by Chairman Megan Zee.

B. PUBLIC COMMENT

There was no public comment.

D. INTERNAL AUDIT MATTERS

1. Status Update: Fiscal 2019 Internal Audit Plan

Jeff Tecau of Protiviti presented a status update on the Fiscal Year 2019 Internal Audit Plan.

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

3. Upcoming Internal Audits

Mr. Tecau presented an overview of all upcoming audits.

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

F. INTERNAL AUDIT BUDGET FOR FISCAL YEAR 2020

Lisa Lumbard, Chief Financial Officer, presented the Fiscal Year 2020 Internal Audit budget. The committee came to a consensus to maintain the current audit budget for next fiscal year.

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

G. OTHER BUSINESS

Laura Kelly, Executive Director, presented an update on the SunPass Centralized Customer Service System.

Brian Battles arrived at this time 1:34 p.m.

C. APPROVAL OF MINUTES

A motion was made by Ms. Mullane and seconded by Ms. Dover to approve the October 30, 2018 minutes as presented. The motion carried unanimously with four (4) members present voting AYE by voice vote; one (1) member, Mr. McMenemy voting AYE by phone.

D. INTERNAL AUDIT MATTERS

2. Review and Acceptance of Fiscal Year 2019 Internal Audit Reports

a. Payment Card Industry (PCI) Assessment with Report on Compliance

David Taylor of Protiviti presented the PCI Assessment with Report on Compliance for review and acceptance.

A motion was made by Mr. Battles and seconded by Ms. Mullane to approve the Payment Card Industry Assessment with Report on Compliance as presented. The motion carried unanimously with four (4) members present voting AYE by voice vote; one (1) member, Mr. McMenemy voting AYE by phone.

b. DHSMV Data Security Assessment

Mr. Taylor presented the DHSMV Data Security Assessment for review and acceptance.

A motion was made by Ms. Dover and seconded by Mr. Battles to approve the DHSMV Data Security Assessment as presented. The motion carried unanimously with four (4) members present voting AYE by voice vote; one (1) member, Mr. McMenemy voting AYE by phone.

c. Procurement and Contract Billing Audits

Teresa Mallary of Protiviti presented the Procurement and Contract Billing Audits for review and acceptance.

A motion was made by Ms. Mullane and seconded by Ms. Dover to approve the Procurement and Contract Billing Audit as presented. The motion carried unanimously with four (4) members present voting AYE by voice vote; one (1) member, Mr. McMenemy voting AYE by phone.

d. Customer Service Center Performance Review

Mr. Tecau informed the committee that this item will be removed and presented at the next Audit Committee meeting.

E. ANNUAL REVIEW AND APPROVAL OF THE AUDIT COMMITTEE CHARTER

Ms. Lumbard informed the Committee that Eric Gassman will no longer serve on Audit Committee due to a new position with the County. To date a replacement has not been appointed.

By consensus the Committee instructed Mr. Joseph L. Passiatore, General Counsel, to revise the Audit Committee Charter to reflect provisions for committee members to call in and clarification of who is the appointed chairman if a citizen representative is not appointed. The revised charter will be presented to the Audit Committee at its April meeting.

H. ADJOURNMENT

Chairman Zee adjourned the meeting at approximately 2:02 p.m.

Minutes approved on 4/29, 2019.

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