

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

MINUTES CENTRAL FLORIDA EXPRESSWAY AUTHORITY AUDIT COMMITTEE MEETING April 25, 2024

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

Committee Members Present:

Lorie Bailey Brown, Seminole County Representative, Chairman
Kristy Mullane, Lake County Representative
Jamie Rowland, Osceola County Representative
Michelle McCrimmon, City of Orlando Representative

Committee Members Not Present:

Kathy Wall, Brevard County Representative
Ray Walls, Orange County Representative

Staff Present:

Michelle Maikisch, Executive Director
Lisa Lombard, Chief Financial Officer
Angela Wallace, General Counsel
Mimi Lamaute, Recording Secretary/ Manager of Executive and Board Services

A. CALL TO ORDER

The meeting was called to order at approximately 2:03 p.m. by Chairman Bailey Brown.

B. PUBLIC COMMENT

There was no public comment.

C. APPROVAL OF THE JANUARY 31, 2024 MINUTES

A motion was made by Ms. McCrimmon and seconded by Ms. Mullane to approve the January 31, 2024 minutes as presented. The motion carried unanimously with all four (4) committee members present voting AYE by voice vote. Ms. Wall and Mr. Walls were not present.

Ms. Lisa Lumbard, Chief Financial Officer, introduced CFX's General Counsel, Angela Wallace.

D. AGENDA ITEMS

1. STATUS UPDATE: FISCAL 2024 INTERNAL AUDIT PLAN

Mr. Jeff Tecau with Protiviti provided a status update on the Fiscal 2024 Internal Audit Plan.

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

2. 2024 PRIOR AUDIT RECOMMENDATIONS: SEMI-ANNUAL FOLLOW-UP

Mr. Landon Willey with Protiviti provided an update on the 2024 Prior Audit Recommendations: Semi-Annual Follow-Up.

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

3. REVIEW AND ACCEPTANCE OF CUSTOMER SERVICE CENTER PERFORMANCE ASSESSMENT

Mr. Landon Willey with Protiviti detailed the findings and recommendations of the Customer Service Center Performance Assessment.

The Committee members commented and asked questions, which were answered by Mr. Willey, Mr. Tecau, Ms. Lumbard, Ms. Maikisch and Mr. John Rushing with Contact Scope.

A motion was made by Ms. Mullane and seconded by Ms. McCrimmon to accept the Customer Service Center Performance Assessment as presented. The motion carried unanimously with all four (4) committee members present voting AYE by voice vote. Ms. Wall and Mr. Walls were not present.

4. REVIEW AND ACCEPTANCE OF POLICY AND PROCEDURE REVIEW

Mr. Landon Willey with Protiviti detailed the findings and observations of the Policy and Procedure Review.

The Committee members asked questions, which were answered by Mr. Willey, Ms. Lumbard and Ms. Maikisch.

A motion was made by Ms. McCrimmon and seconded by Ms. Rowland to accept the Policy and Procedure Review as presented. The motion carried unanimously with all four (4) committee members present voting AYE by voice vote. Ms. Wall and Mr. Walls were not present.

5. REVIEW AND ACCEPTANCE OF PCI 4.0 GAP ASSESSMENT

Mr. David Taylor with Protiviti presented the PCI 4.0 Gap assessment and detailed the findings.

A motion was made by Ms. Mullane and seconded by Ms. McCrimmon to accept the PCI 4.0 Gap Assessment as presented. The motion carried unanimously with all four (4) committee members present voting AYE by voice vote. Ms. Wall and Mr. Walls were not present.

6. REVIEW AND ACCEPTANCE OF IT TABLETOP EXERCISE

Mr. Chris Porter with Protiviti described and presented the findings of the IT Tabletop Exercise.

A motion was made by Ms. Rowland and seconded by Ms. Mullane to accept the IT Tabletop Exercise as presented. The motion carried unanimously with all four (4) committee members present voting AYE by voice vote. Ms. Wall and Mr. Walls were not present.

7. REVIEW AND ACCEPTANCE OF DHSMV DATA SECURITY ASSESSMENT

Mr. Joel Knopp and Mr. Faisal Shafiullah with MSL CPAs described and presented the findings of the DHSMV Data Security Assessment (Memorandum of Understanding Compliance Assessment).

A motion was made by Ms. Mullane and seconded by Ms. Rowland to accept the DHSMV Data Security Assessment as presented. The motion carried unanimously with all four (4) committee members present voting AYE by voice vote. Ms. Wall and Mr. Walls were not present.

8. ANNUAL DISCUSSION OF THE COMMITTEE'S RESPONSIBILITIES AS OUTLINED IN THE AUDIT COMMITTEE CHARTER

Ms. Lisa Lombard, Chief Financial Officer outlined the present Audit Committee Charter and highlighted past amendments. She also stated that next year, Protiviti will conduct a governance audit with the CFX Charters being part of the focus.

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

E. OTHER BUSINESS

Ms. Lisa Lombard, Chief Financial Officer informed the Committee that Ms. Lamaute will be distributing a poll to ascertain their availability for rescheduling the upcoming June 27th committee meeting. Ms. Lombard mentioned the week of July 8th.

F. ADJOURNMENT

Chairman Bailey Brown adjourned the meeting at approximately 3:30 p.m.

Minutes approved on July 11, 2024.

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