

Minutes

RTA Audit, Safety Compliance & Real Estate Committee Meeting

9:43 a.m. March 29, 2022

Committee Members: Moss (Chair), Joyce, Koomar, McCall, Weiss

Other Board Members: Biasiotta, Duarte, Lucas, Pellet

Not present: None

Staff: Benford, Birdsong, Burney, Caver, Dangelo, Darden, Davidson, Fesler, Fleig, Ferraro, Flachbart, Freilich, Garofoli, Gautam, Gettings, Hudson, Jones, Miller, Mothes, Schipper, Walker-Minor

Public: Ferenczy, Gibbons, Julien, Loh, McGrady, Rodriguez, Romanoff, Watts

The meeting was called to order at 9:43 a.m. There were five (5) committee members present. In accordance with the Ohio Open Meetings Act and House Bill 51, signed into law on February 17, 2022 and effective immediately through June 30, 2022, this meeting will be live-streamed on RTA's Board Page www.RideRTA.com/board via the meeting date for staff and members of the public. House Bill 51 allows Board members to participate by telephone or video and be considered present as if in person. It also allows Board members to vote and be counted for the purpose of determining a quorum while attending by telephone or video.

Internal Audit Quarterly Report – 4th Q 2021

Tony Garofoli, Executive Director of Internal Audit, gave the presentation. Ms. Moss said the committee is taking a more active role. They met March 8 to review this report in detail. They will continue to meet quarterly to review the report before it is presented to the rest of the Board. Mr. Garofoli is a direct report to the Board. All meetings are open to the public and Board members who are not on the committee. Today will be a summarized report.

The 2021 Internal Audit Plan on pages 4-5 was approved by the Board in February 2021. They executed the plan throughout the year and continue to execute the carryover projects into 2022. In addition to their audit plan and special request, they continue to focus their efforts on risk brought on by the pandemic. Page 8 has a section reserved for these audits. They completed a review of the drawdown process for the American Rescue Plan. The federal government gave it a good review. Management controls are in place and working effectively to ensure compliance with all grant requirements.

Pages 9-10 show the completed projects for the quarter. They reviewed the employee travel and expense reimbursement. Everything was in compliance. They had a post-delivery Buy America review of the 16, 5-door articulate BRT coaches manufactured by New Flyer. It was in compliance with federal regulations and contract regulations. All 16 buses are in operations. They completed a pre-award review required by the federal government for the 20 CNG coaches manufactured by Gillig. They have been delivered and are on the property. They continue to work with Fleet. The buses are scheduled for the Triskett Garage once the CNG fueling station is up and running and will replace old buses at Triskett.

Pages 11-14 include results on the continuous auditing program. This is where they develop audit scripts to access system data, completing 100% audits of all transactions. Now that they are fully staffed, the audits that were suspended will be caught up. They prioritized and ran scripts for the fare collection process. The on-board fare collection program represents 94% of all fare collection. The system is

working as designed. All of the money was deposited and booked to the general Ledger. Credit card transactions were correctly posted to accounting records without exception.

Pages 16-23 list 19 projects in progress in various stages. These include projects where fieldwork is complete and they are waiting for management responses. They are actively completing projects that were suspended due to a lack of staff resources. The first eight projects are complete. They are waiting for management response and will report out at the next meeting. Pages 25-26 are reports on special requests and emerging issues. They reserve 15-20% of person hours for these types of projects. In December, they released the results of the Commuter Advantage Commissions' audit. The results are provided.

Page 27 includes work with external auditors. State auditors are onsite conducting the 2021 financial statement and the single audit. They are working with management to coordinate efforts. They will present their results at the end of the 2nd quarter. The FTA completed a triennial review of the ODOT State Safety Oversight program. Management received a draft report in January. A final report was released yesterday to the GM/CEO's office. The review provided some corrective actions and recommendations. Those will be tracked and completed through follow-up. FTA conducted a review of the CARES Act and CRRSAA Stimulus drawdown process. Management received a positive review. No issues were identified.

The remainder of the program is informational. They continue to follow-up on all audit recommendations to validate corrective actions are implemented. They participated in a number of steering committees and meetings to learn and share risk management strategies. Page 33 includes training staff received. The last page includes staff profiles. They are fully staffed now. Their newest auditor is Darren Garlock, who was promoted from the ITS business unit. Ms. Moss thanked Tony and his staff.

2022 Internal Audit Plan


Internal Audit presented their proposed 2022 Internal Audit risk based plan at the March 8 meeting. The plan is on pages 6-7 and is a result of a 5-step process. It included identification of audit areas, establishment of risk based audit activities, allocation of audit resources, and development of audit schedules in formulation of the plan. Their professional standards require them to link their projects to the Authority's objectives. The plan was presented to the GM/CEO, executive management team and Board. The 2022 Internal Audit Plan is listed as Resolution 2022-27 on today's Board Meeting agenda

It was moved by Ms. McCall, seconded by Mayor Koomar and approved to move this to the full Board Meeting.

The meeting was adjourned at 9:55 a.m.



Rajan D. Gautam
Secretary/Treasurer



Theresa A. Burrage
Executive Assistant