

Minutes

RTA Audit, Safety Compliance & Real Estate Committee Meeting

9:49 a.m. August 29, 2023

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

Other Board Members: Lucas, Welch, Sleasman

Not present: Biasiotta, Mersmann

Staff/Other: Bailey, Birdsong Terry, Burney, Caver, Clark, Coffey, Dangelo, Davidson, Fields, Fleig, Freilich, Garofoli, Gautam, Hlavacs, Hudson, Jones, Lincoln, Miller, Mothes, Rubin, Schipper, Sulik, Talley, Walker Minor, Wiehe

Public: Buford, Gibbons, Jackson, Pickney-Butts, Rodriquez

The meeting was called to order at 9:49 a.m. There were four (4) committee members present.

Internal Audit – 2nd Quarter Activities

Anthony Garofoli, Executive Director of Internal Audit gave the presentation. The Internal Audit (IA) department presented the 2nd quarter activities in detail to the committee on August 15, 2023. Details of that report are found in the minutes and PowerPoint presentation. Today’s report is a summary. Pages 3-5 includes the 2023 Internal Audit (IA) Plan which was approved by the Board in March. The plan is aligned with the Strategic Plan and performance metrics. The report covered the following subjects:

• Completed Projects	• Status of Outstanding Follow-up
• Continuous Auditing	• Other Projects
• Projects in Progress	• Staff Training
• Special Requests/Emerging Issues	• Staff Profiles
• External Audit Coordination	

COMPLETED PROJECTS

Pages 6-9 include seven (7) Completed Projects:

- Employee Travel Expense and Request
- Financial support for the Auditor of State 2022 Single Audit project
- Support for management during the FTA Triennial Review
- Pre-award Buy American review for the light rail replacement rail cars
 - Pre-award procurement cycle of that contracting process
- Payroll Expense Analysis – overtime
- Contract and operations audit of the fare media ticket stock
- Public Transit Agency Safety Plan/Accident Notification

They met with management and received their responses to their recommendations and will track the responses in the audit management system. There were no issues for Board consideration.

CONTINUOUS AUDITING PROGRAM

Pages 10-14 include results of the Continuous Auditing Program. This is where they prepare scripts to interrogate system data in real time completing 100% audits for all the transactions. Projects include:

- Fare Collection
- Purchasing Card Transactions
- Paratransit certification eligibility
- Nepotism
- Payroll

They shared the results with the appropriate stakeholders. There were no issues for Board considerations.

PROJECTS IN PROGRESS

Pages 15-23 are twenty-two (22) Projects in Progress. Updates are provided for transparency and information status. This section includes projects they are actively completing and where field work is complete. They are waiting for management responses where field work is complete to release the reports. A report out on projects will be reported on at the next quarterly meeting.

SPECIAL REQUESTS/EMEGING ISSUES

Pages 24-25 include special requests and emerging issues. They reserve 10-15% of their audit person hours in their budget for these matters.

Internal Audit – Inspector General Duties

- Bus Operator Revenue collection
- Incompatible Employment – Hayden (Completed)
- Transit Police – Office of Professional Standards – Internal Affairs Process Review (In progress)
- Mileage reimbursement review

EXTERNAL AUDIT COORDINATION

- Fiscal Year 2022 Financial Statement Audit – State of Ohio Office of the Auditor
 - Final Report Issued – 7/18/2023
- Federal Transit Administration Triennial Review
 - Final Report Issued – 8/7/2023
- State of Ohio DOT Rail Safety Oversight Program

The remainder of the report is informational. They continue to follow up on all audit recommendations to validate corrective actions are implemented. They participated in several steering committees to share and learn. On page 30 includes staff training activities. The last page includes staff profiles. Ms. Terry said they are in concurrence with the report. They are looking at the special requests. They have revised some management procedures, which were dated and could have led to fraud due to not knowing the current policy.

The meeting was adjourned at 9:57 a.m.


Rajan D. Gautam
Secretary/Treasurer


Theresa A. Burrage
Executive Assistant