

Minutes

RTA Audit, Safety Compliance & Real Estate Committee Meeting

9:16 a.m., February 18, 2020

Committee members: Lucas (Vice Chair), Joyce, Welo

Other members: Bibb, Byrne, Clough, Pellot, Serrano

Not present: McCall, Moss

Also Present: Anderson, Bell, Benford, Bennett, Beveridge, Birdsong, Bitto, Burney, Castelucci, Caver, Cernois, Cottrell, Cranford, Dangelo, Davidson, Davis (C), Davis (J), Feliciano, Ferraro, Garofoli, Gautam, Gibbons, Gray, Hambro, Hutchinson, Jaszczak, Jones, Jurca, Lee, Lewis, Loh, Marlin, Martin, Morgan, O'Brien, Penning, Pinkney-Butts, Porcella, Ross, Schipper, Scott, Sims, So, Stocking, Sutula, Tarka, Togher, Vukmanic, Wiehe, Williams, Winn, Woodford, Young, Zeller

Rev. Lucas chaired this meeting in Karen's absence. He called the meeting to order at 9:16 a.m. The secretary called the roll and reported that three (3) committee members were present.

Internal Audit Quarterly Report – 4th Quarter 2019

Tony Garofoli, executive director of Internal Audit, gave the report. On pages 5-6 is the 2019 Internal Audit Plan. They completed 80% of the plan. Some of the projects were moved to 2020. On pages 7-12, they completed 10 projects in the 4th quarter. They include employee travel expense, bus purchase of nine commuter coaches, fare media inventory audits, nepotism audit, contract audit of elevator and escalator maintenance, contract audit of tire lease, contract audit of operator uniforms, Transit Police compensation time, contract audit of shop uniforms and review of the configuration management program. The results were shared with management and they will implement recommendations. There are no red flags to report.

Pages 13-14, have the computerized scripts to audit 100% of transactions. They audited the customer fare collections. All fares were collected, deposited and posted to the general ledger. They did an audit of procurement card purchases. They are working with management to implement new controls. There was a p-card training in January. Everyone received the policy. Pages 15-17, have nine projects in progress. They will be completed in the 4th quarter of 2020. The results will be shared at the completion. Pages 17-21 are the special request and emerging issues. They completed the Transit Police file-in pay audit. There were outstanding amounts owed to them. There was an audit of the LEEDS examination certification process. Controls are in place. There were no issues.

The State auditors are on site performing the fiscal year 2019 financial single audit. They are scheduled to present to the Board in June. They will work with them to maximize their risk coverage and to mitigate some of their duplication of efforts. The remainder of the report is informational. The staff auditor position was filled. Her first day is Feb. 24th.

2020 Internal Audit Plan

The 2020 Internal Audit plan is on pages 3-4. They considered feedback from the Board, EMT, management and employees. The plan is a result of a five-step process. The process includes

identification of audit areas, establishment of risk based audit priorities, allocation of audit resources, development of audit schedules and the formulation of the plan. Internal Audit professional standards require them to link the audit projects to the organizations' business objectives. They will consider changes to the plan after completion of the RTA Strategic Plan, which is planned for the 2nd quarter of 2020.

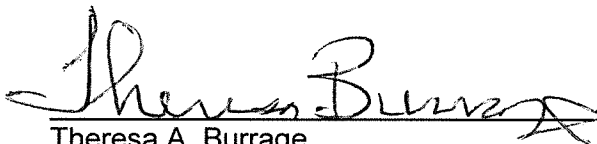
The plan includes consulting projects and more continuous auditing efforts. They have selected a number of contracts to audit. They will continue to work with the external auditors (State of Ohio, ODOT and FTA). They identified a number of information systems audits, internal audits and will continue to do revenue audits.

It was moved by Mayor Welo, seconded by Mr. Joyce to approve the audit plan. Ms. Birdsong said she and Tony worked through the report extensively. She thanked Tony and his staff.

The meeting was adjourned at 9:23 a.m.



Floun'say R. Caver, Ph.D.,
Interim Secretary/Treasurer



Theresa A. Burrage
Executive Secretary