

## Minutes

### RTA Audit, Safety Compliance and Real Estate Committee Meeting

10:13 a.m. June 5, 2018

**Present:** Moss (Chair), Britt, Clough, Elkins, Lucas, McCall, Nardi, Norton, Serrano, Welo

**Not present:** None

**Also Present:** Becker, Benford, Brooks-Williams, Calabrese, Castelucci, Caver, Dangelo, Davis, Feke, Feliciano, Ferraro, Fields, Foley, Garofoli, Gautam, Jaszczak, Kirchmeir, Kirkland, Krecic, Loh, Metcalf, Miller, Raguz, Raphael, Schipper, Scott, Sutula, Tarka, Vukmanic, Zeller

Ms. Moss called the meeting to order at 10:13 a.m. The secretary called the roll and reported that five (5) committee members were present.

#### Internal Audit Quarterly Report

Tony Garofoli, executive director of Internal Audit, made the presentation. This is the review of the first quarter 2018 audit work. The May report was postponed until today. On pages 3-5 is the Internal Audit plan, approved by the Board in March. He is 60 days behind in attaining the plan due to other issues. His staff will have a retreat and assess the risk of RTA and reprioritize the plan, which he will present at an upcoming meeting.

Pages 6-8 include completed projects. They include Employee Travel Expense and Reimbursement. They always do a continuous audit of the Customer Fare Collections, but they have nothing to report on that item. Collections are going according to plan per the internal control environment. Thirty (30) paratransit vehicles were placed into service the first quarter. Compliance reviews were completed in accordance with federal requirements. They completed an audit of the Safety Department which is required by the State Safety Oversight Program. They received good marks from the SSOP.

Pages 9-15 include fifteen projects that are in progress, which were suspended. They will be reviewed as part of their reprioritization. Pages 16-20 are ten projects, which are special request or emerging issues. They include the Paratransit Investigation, Customer Service Center Investigation and the Compound Drug Investigation. All three matters were turned over to the crime insurance carrier. They completed the reviews and met all the criteria of the contracts. They are awaiting a response from the insurance company.

Later this month, the State Auditors will present with DGM of Finance and Administration, Rajan Gautam, the 2017 Single Audit, in Executive Session. They've been working with them since Oct.-Nov. of last year with their interim review and this year with some line items on the balance sheet that they need support on. Later this year, the FTA will conduct a Triennial Review of the Rail Safety & Security Program. Pages 22-23 include outstanding follow-up items. They are working with management to follow-up. The remainder of the report is informational.

Ms. Moss asked for questions. There were none. Tony added that their Internal Audit Charter will be updated and brought back to the committee.

Executive Session Requested

10:17 a.m. - Ms. Moss asked for a motion to go into executive session to discuss the investigation of charges or complaints against a public official. It was moved by Mayor Clough, seconded by Mr. Nardi. There were five (5) ayes and none opposed. The rest of the Board was invited to join the executive session.

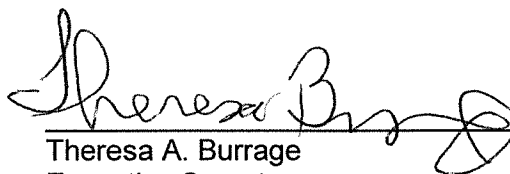
She did not expect any action to be taken afterwards.

12:11 p.m. - Ms. Moss made the motion to come out of executive session. It was seconded by Mr. Nardi. There were five (5) ayes and none opposed.



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Joseph A. Calabrese, CEO  
General Manager/  
Secretary-Treasurer



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Theresa A. Burrage  
Executive Secretary