

Minutes of the

QUARTERLY MEETING OF THE AUDIT COMMITTEE

Wednesday, February 8, 2017

Committee Members Present: Chair, Edward Reynoso; Steven T. Chávez; Cara Letofsky; Chuck Denninger; Karen Marquardt

Committee Members Absent: Julie Kleinschmidt

Committee Members Excused:

CALL TO ORDER

A quorum being present, Committee Chair Reynoso called the regular meeting of the Council's Quarterly Audit Committee to order at 11:59 a.m. on Wednesday, February 8, 2017.

APPROVAL OF AGENDA AND MINUTES

It was moved by Letofsky, seconded by Denninger to approve the agenda. Motion carried.

It was moved by Chávez, seconded by Letofsky to approve the minutes of the October 26, 2016 quarterly meeting of the Audit Committee. Motion carried.

BUSINESS

2017-A01 Minnesota State Auditor's Entrance Conference
MN Audit Director, Amy Ames and LGA Intermediate, Stephanie Kuka presented to the Audit Committee. No action was taken.

No motion carried.

2017-A02 Director's Report

Program Evaluation and Audit Director, Arleen Schilling presented the report. It was moved by Chávez, seconded by Marquardt, that the Audit Committee accept the report.

Motion carried.

2017-A03 Risk Assessment and Audit Plan for 2017

Arleen Schilling presented to the Audit Committee. It was moved by Denninger, seconded by Letofsky, that the Audit Committee accept the report.

Motion carried.

2017-A04 Proposed Audit Charter Change

The proposed change would require the Audit Committee to be called three times a year, from four. It was moved by Chávez, seconded by Marquardt, that the Audit Committee accept the proposed changes to the Internal Audit Charter.

Motion carried.

2017-A05 Health Benefits Administration

Arleen Schilling presented the report. Benefits Manager, Terri Bopp and Human Resources Director, Marcy Syman were in attendance to represent the report and help answer questions. It was moved by Chávez, seconded by Letofsky, that

the Audit Committee accept the report.

Motion carried.

2017-A06 Metro Transit Stockroom Inventory

Audit Manager, Matthew LaTour presented the report. Manager of Materials Management, Christopher Haefner was in attendance to represent the report and help answer questions. It was moved by Marquardt, seconded by Denninger, that the Audit Committee accept the report.

Motion carried.

2017-A07 New Starts Document Management

Auditor II, Akua Asare presented the report. Project Manager, Senior – TMSA, Josh Haider and Director, Transit Development was in attendance to the represent the report and help answer questions. It was moved by Chávez, seconded by Letofsky, that the Audit Committee accept the report.

Motion carried.

2017-A08 Maple Grove Review

Audit Manager, Matthew LaTour and Audit Intern, William Dumas presented the report. Assistant Director, Contract Transportation Services, Gerri Sutton and Maple Grove Manager, Michael Opatz were in attendance to represent the report and help answer questions. It was moved by Chávez, seconded by Denninger, that the Audit Committee accept the report.

Motion carried.

ADJOURNMENT

Business completed, the meeting adjourned at 1:40 p.m.

Mary Weems
Recording Secretary