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.

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.

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.

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.

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