

The Audit Board of the City of Orlando met on Thursday, January 25, 2018 in the Sustainability Conference Room, on the second floor of Orlando City Hall.

BOARD MEMBERS:

Judy Wall, Chair	Present	[2/0]
Stephen K. Clapp, Vice-Chair	Present	[2/0]
May Wong	Present	[2/0]
Jose Delgado	Present	[2/0]
Jim Adamczyk	Present	[2/0]

OTHERS PRESENT:

George McGowan, Director of Audit Services and Management Support
Daniel O'Keefe, Partner, Moore Stephens Lovelace
Joel Knopp, Engagement Manager, Moore Stephens Lovelace
Brian Battles, Deputy Chief Financial Officer
Michelle McCrimmon, Deputy Chief Financial Officer
Chris Cairns, Transportation Engineering Division Manager
Ray Rodriguez, Red Light Operations Manager
Perez Goree, Audit Program Manager

1. CALL TO ORDER

Ms. Wall determined that enough members were present for a quorum and called the meeting to order at 1:05 PM.

2. APPROVAL OF THE MINUTES

Ms. Wall asked if there were any comments regarding the minutes from the previous meeting. None were made. **A MOTION WAS MADE BY MS. WALL TO APPROVE THE MINUTES OF THE NOVEMBER 30, 2017 MEETING AS WRITTEN. THE MOTION WAS APPROVED UNANIMOUSLY.**

3. PUBLIC COMMENT

None.

4. EXTERNAL AUDITOR PLANNING COMMUNICATIONS- DANIEL O'KEEFE and JOEL KNOPP, MOORE STEPHENS LOVELACE

Mr. O'Keefe advised the board that the audit is going well and should be completed on time. Mr. Knopp gave details on the current outstanding items and was recognized by Mr. McGowan for his recent promotion to a shareholder at MSL.

5. BUDGET UPDATE-BRIAN BATTLES, DEPUTY CHIEF FINANCIAL OFFICER

Mr. Battles reported that the budget report for the first quarter would be going to City Council in February and he will share it with the board by email. He stated that all indications are both spending and revenue are tracking as expected. He reported that the City was able to grant a

health care premium “holiday” to employees in December as the result of the efforts of employees and staff to limit claims costs. Discussion ensued.

6. TRANSPORTATION DEPARTMENT UPDATE – CHRIS CAIRNS, TRANSPORTATION ENGINEERING DIVISION MANAGER

Mr. Cairns presented an overview of the Transportation Department. He noted the major effort of the department is to increase the safety of the methods of transportation available in the City. Board members asked questions and discussion ensued. Mr. Cairns was thanked for his presentation and left the meeting.

7. AUDIT SERVICES & MANAGEMENT SUPPORT ACTIVITIES-GEORGE McGOWAN, DIRECTOR OF AUDIT SERVICES AND MANAGEMENT SUPPORT

Mr. McGowan discussed completed projects since the last audit board meeting. He also informed the Board of projects that are in progress, and projects that have not yet started. Mr. McGowan presented the revenue audit results for the fiscal year to date. He summarized the results of several audits including Red Light Program, Workday EIB, and revenue audit projects.

8. NEW BUSINESS

None. Mr. McGowan noted that the March meeting will be held in the Manatee Conference Room on the 6th Floor of City Hall due to the anticipated construction taking place on the 2nd Floor.

9. ADJOURNMENT

There being no further business to discuss, Ms. Wall declared the meeting adjourned at 1:45PM.

Respectfully submitted,

Judy Wall
Chair

George McGowan
Director, Audit Services and Management Support