

The Audit Board of the City of Orlando met on Thursday, August 22, 2024, in the Sustainability Conference Room on the 2nd Floor of Orlando City Hall.

BOARD MEMBERS:

Jessica Kolb	Present	[5/5]
Margaret Lezcano	Present	[5/5]
Rene Blanco	Present	[5/5]
Paul Shelton	Present	[5/5]
Alaina Wallace	Present	[2/2]

OTHERS PRESENT:

George McGowan, Audit Services and Management Support Director
Martin Carmody, Budget Division Manager
Dan O’Keefe, MSL
Joel Knopp, MSL
Jose Fernandez, Controller
Roberto Lopez, Chief Information Officer
Perez Goree, Recording Secretary

1. CALL TO ORDER

Jessica Kolb determined that enough members were present for a quorum and called the meeting to order at 1:00 PM.

2. APPROVAL OF THE MINUTES

Jessica Kolb asked if there were any comments regarding the minutes from the previous meeting. A MOTION WAS MADE TO APPROVE THE MINUTES OF THE JUNE 20, 2024, MEETING AS WRITTEN. THE MOTION WAS APPROVED UNANIMOUSLY.

3. PUBLIC COMMENT

None.

4. CYBERSECURITY MANAGEMENT PRESENTATION, ROBERTO LOPEZ, CHIEF INFORMATION OFFICER

Roberto Lopez presented on the extensive lengths the Information Technology Division (IT) goes through to protect the City’s systems through Cybersecurity. The City partners with Homeland Security to stay current on the latest cybersecurity threats. Any management recommendations for new software (PC installed or cloud based) are thoroughly vetted by IT before the software is utilized. TM security also ensures any software vendors are vetted through the review of System and Organization Controls (SOC) compliance reports before they are utilized. Discussion ensued.

5. BUDGET UPDATE-MARTIN CARMODY, BUDGET DIVISION MANAGER

Martin Carmody presented an update of the status of the current fiscal year budget and a preliminary forecast of the budget for the fiscal year beginning in October. Revenue is strong. Overall actual General Fund revenue is within 80% of budget.

Discussion ensued.

6. EXTERNAL AUDIT UPDATE-DAN O'KEEFE AND JOEL KNOPP, MSL

MSL presented the annual Audit Planning Communications. Significant audit areas were discussed along with new accounting standards. Interim audit field work began in August 2024. The current fiscal year audit is on schedule for completion. MSL budgets 1,400 hours for the City audit and the City has a fixed fee contract with MSL which protects the City from cost overruns.

Discussion ensued.

7. AUDIT SERVICES AND MANAGEMENT SUPPORT UPDATE – GEORGE McGOWAN, DIRECTOR OF AUDIT SERVICE AND MANAGEMENT SUPPORT

Mr. McGowan presented completed projects since the last meeting and the revenue auditing results. Mr. McGowan also reported on the projects in progress and the status of the current annual audit plan. A proposed plan for the next fiscal year was also presented. The audit charter (audit policies and procedures) were presented to the Board for review, there were no changes recommended.

8. NEW BUSINESS

Mr. McGowan presented dates for meeting dates for next fiscal year, and reminded the Board that there will be an election for a new Chair and Vice Chair at the next meeting. Chairman Kolb updated the Audit Board procedures checklist.

9. ADJOURNMENT

There being no further business to discuss, Jessica Kolb declared the meeting adjourned at 2:15 PM.

Respectfully submitted,

Chairperson

Perez Goree
Recording Secretary