

October 18, 2019

NOTICE OF MEETING
OF THE
AUDIT COMMITTEE
OF THE
PORT COMMISSION
OF THE
PORT OF HOUSTON AUTHORITY

In accordance with the official practice of the Port Commission, there is attached hereto a copy of the Agenda of the meeting of the Audit Committee of the Port Commission of the Port of Houston Authority, to be held on October 22, 2019. The Audit Committee meeting will begin at 10:30 a.m., or thereafter, immediately following the adjournment of the Pilot Board meeting, at the Port of Houston Authority Executive Office Building, Fourth Floor Boardroom, 111 East Loop North, Houston, Texas 77029. A quorum of the Port Commission may attend such meeting.

PORT OF HOUSTON AUTHORITY
of
HARRIS COUNTY, TEXAS


SECRETARY

**AGENDA
AUDIT COMMITTEE
of the
PORT COMMISSION
of the
PORT OF HOUSTON AUTHORITY**

**October 22, 2019
10:30 a.m.
111 East Loop North
Houston, TX 77029
Fourth Floor Boardroom**

A. CALL TO ORDER

B. APPROVAL OF MINUTES

Audit Committee Meeting – July 29, 2019

C. GENERAL

1. Staff briefing, discussion and action regarding the Port of Houston Authority financial statements as of September 30, 2019.
2. Review of, consideration, and possible action regarding the Port Authority Internal Audit 2020 proposed budget.
3. Staff briefing, consideration, and possible action regarding the 2020 Annual Audit Plan
 - a. 2020 Risk Assessment Methodology/Focus Areas
 - b. Risk Assessment Report
 - c. Annual Audit Plan Report
4. Internal Audit Reports
 - a. Promotion and Development Fund Review – 2nd Quarter 2019
 - b. Vehicle Surplus Yard-Surprise Audit Report
 - c. Vehicle Registration and Inspection Audit
 - d. Maintenance Procurement Controls-Consulting
 - e. Summary of Port Authority Audits
 - f. Misconduct Reporting Executive Summary: as of September 2019
5. Audit Committee Responsibilities
 - a. Audit Committee Calendar and Checklist

(Recess Committee Open Meeting and convene Executive Session)

D. EXECUTIVE SESSION

1. Consultation with Attorneys (Section 551.071, Texas Open Meetings Act)
2. Security-Related Matters (Sections 418.175-418.183 of the Texas Government Code, and Section 551.076, Texas Open Meetings Act)

3. Employment and Evaluation of Public Employees (Section 551.074, Texas Open Meetings Act), including deliberations regarding Internal Audit Department staff and other public employees.

E. ADJOURN EXECUTIVE SESSION AND RECONVENE OPEN MEETING

(Announce any items from Executive Session requiring Committee action)

Next planned meeting January 2020

F. ADJOURN