

October 23, 2020

**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 27, 2020. The Audit Committee meeting will begin at 9:45 a.m., or thereafter, immediately following the adjournment of the Port Commission meeting. Pursuant to Governor Abbott's action of March 16, 2020 to allow virtual and telephonic open meetings to maintain government transparency, the Port Commission will meet via Webex webinar, which can be accessed as provided on the following page.

PORT OF HOUSTON AUTHORITY  
of  
HARRIS COUNTY, TEXAS

Erik A. Eriksson  
Secretary



### **Formal Public Meeting Notifications.**

1. This virtual meeting is permitted by Governor Abbott's order suspending certain provisions of the Texas Open Meetings Act to minimize the impact of the coronavirus outbreak.
2. In accordance with the Port Commission's usual practice:
  - a. Members of the public may speak during the posted public comment section.
    - Please register to speak no later than an hour before the meeting by emailing to Liana Christian [lchristian@porthouston.com](mailto:lchristian@porthouston.com) or Erik Eriksson [eriksson@porthouston.com](mailto:eriksson@porthouston.com)
    - Please provide name and the organization the speaker represents, if applicable.
    - Comments are limited to three minutes.
  - b. An audio recording of the meeting is being made, as also required by the governor's order, and will be available to the public, as will written minutes after Port Commission approval.



Please note the following to help the meeting run smoothly:

- The meeting will begin at **9:15 a.m.**
- **Please dial in via phone for the audio portion** and use your attendee number to merge your phone and computer presence.
- **All participants will be muted upon entry.** Please stay muted unless speaking.
- **Please turn off your video** to help the call run more smoothly.

The **Audit Committee** will begin once the Port Commission meeting has adjourned. The **Compensation Committee** meeting will follow the Audit Committee meeting.

Meeting number (access code): 146 241 6757

Meeting password: YMbEPxCm627

**Tap to join from a mobile device (attendees only)**

[+1-720-650-7664](tel:+1-720-650-7664),[1462416757##](tel:+1-469-210-7159) United States Toll (Denver)

[+1-469-210-7159](tel:+1-469-210-7159),[1462416757##](tel:+1-469-210-7159) United States Toll (Dallas)

**Join by phone**

+1-720-650-7664 United States Toll (Denver)

+1-469-210-7159 United States Toll (Dallas)

[Global call-in numbers](#)

**Join from a video system or application**

Dial [1462416757](tel:+1-469-210-7159)@[porthouston.webex.com](mailto:porthouston@webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

**Join using Microsoft Lync or Microsoft Skype for Business**

Dial [1462416757](tel:+1-469-210-7159).[porthouston@lync.webex.com](mailto:porthouston@lync.webex.com)

Need help? Go to <http://help.webex.com>



**Tuesday, October 27, 2020**  
**AUDIT COMMITTEE**  
**OF THE**  
**PORT OF HOUSTON AUTHORITY**

**9:45 a.m.**  
**111 East Loop North**  
**Houston, TX 77029**

**A. CALL TO ORDER**

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**B. APPROVAL OF MINUTES**

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1. Audit Committee Meeting – July 29, 2020

**C. GENERAL**

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1. Staff briefing, consideration and possible action regarding the Port Authority year-to-date financial statements as of September 30, 2020.
2. Staff briefing and discussion regarding the Port Authority operating cash and investment portfolio through September 30, 2020 and selected banking activity during September 2020.
3. Presentation by BKD CPAs & Advisors representatives, and consideration and possible action, regarding the 2020 Port Authority financial statement audits.
4. Staff briefing and discussion regarding Port Authority cybersecurity matters.
5. Staff briefing, consideration, and possible action regarding the proposed Port Authority Internal Audit 2021 budget.
6. Staff briefing, consideration, and possible action regarding the 2021 Port Authority Audit Plan.
  - a. 2021 Risk Assessment Methodology/Focus Areas
  - b. Risk Assessment Report
  - c. Annual Audit Plan Report
7. Staff briefing and discussion regarding Internal Audit Reports
  - a. ISO 14001 Annual Internal Audit Report
  - b. 2020 Internal Audit Plan Dashboard
  - c. Misconduct Reporting Executive Summary: as of September 30, 2020
8. Staff briefing, consideration, and possible action regarding Audit Committee responsibilities, including compliance with Audit Committee Charter and Audit Committee calendar.

**D. RECESS COMMITTEE OPEN MEETING AND CONVENE 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. RECONVENE OPEN MEETING**

1. Announce any items from Executive Session requiring Committee action

**F. ADJOURN**

1. Next planned meeting January 2021