

January 21, 2021

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 January 25, 2021. The Audit Committee meeting will begin at 11:30 a.m., or thereafter, immediately following the adjournment of the Pension and Benefits Committee 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 or Erik Eriksson 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 **Pension & Benefits Committee** meeting will begin at 11:00 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 Pension & Benefits meeting has adjourned.

Meeting number (access code): **146 787 9251**

Meeting password: **pU4ZrHmNd66**

Tap to join from a mobile device (attendees only)

[+1-720-650-7664](tel:+1-720-650-7664),[1467879251##](tel:+1-467879251) United States Toll (Denver)

[+1-469-210-7159](tel:+1-469-210-7159),[1467879251##](tel:+1-467879251) 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 [1467879251](tel:+1467879251)@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 [1467879251](tel:+1467879251).porthouston@lync.webex.com

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

AGENDA
AUDIT COMMITTEE
PORT OF HOUSTON AUTHORITY

January 25, 2021
11:30 a.m.
111 East Loop North
Houston, TX 77029

A. CALL TO ORDER

B. APPROVAL OF MINUTES

Audit Committee Meeting – October 27, 2020

C. GENERAL

1. Presentation by BKD representatives regarding the audit of the Port of Houston Authority Restated Retirement Plan (Pension Plan) for the fiscal year ended July 31, 2020, staff recommendation for approval of the Pension Plan audited financial statements for fiscal year 2020, and discussion and possible action regarding these matters.
2. Staff briefing and discussion regarding the Port of Houston Authority unaudited financial statements as of December 31, 2020.
3. Staff briefing and discussion regarding the Port Authority operating cash and investment portfolio through December 31, 2020.
4. Staff briefing and discussion regarding the Port of Houston Authority Security Inspections and Audits.
5. Staff briefing and discussion regarding Internal Audit Reports
 - a. Third-party Hosted Sites Review
 - b. Promotion and Development Fund Review – 2nd and 3rd Quarters 2020
 - c. Summary Report Audit Findings
 - d. Summary Port Authority Internal Audit Reports
 - e. Misconduct Reporting Executive Summary: as of December 31, 2020
6. Staff briefing and discussion regarding Audit Committee Responsibilities
 - a. Review of compliance with Audit Committee Charter; Audit Committee Calendar.

(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)

F. ADJOURN

Next planned meeting April 26, 2021 (to be confirmed)