

July 23, 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 July 27, 2021. The Audit Committee meeting will begin at 10:00 a.m. 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.
3. To request accommodations under the Americans with Disabilities Act or language access services, please contact the Port Houston– Legal Division at least three days prior to the meeting. The Legal Division may be reached by telephone at (713) 670-2450, by email at lchristian@porthouston.com or Erik Eriksson eriksson@porthouston.com, and by mail at 111 E. Loop N, Houston, Texas 77029.



Please note the following to help the meeting run smoothly:

- The **Audit Committee** meeting will begin at 10:00 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.

Join from the meeting link

<https://porthouston.webex.com/porthouston/j.php?MTID=mcedf2a2739dcf9b7c8b27d6b90037b20>

Join by meeting number

Meeting number (access code): 1463 03 2607

Meeting password: J6sPcys7pS5

Tap to join from a mobile device (attendees only)

[+1-720-650-7664,,1463032607##](tel:+1-720-650-7664,,1463032607##) United States Toll (Denver)

[+1-469-210-7159,,1463032607##](tel:+1-469-210-7159,,1463032607##) 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 [1463032607@porthouston.webex.com](tel:1463032607@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 [1463032607.porthouston@lync.webex.com](tel:1463032607.porthouston@lync.webex.com)

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

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

**July 27, 2021
10:00 a.m.
111 East Loop North
Houston, TX 77029**

A. CALL TO ORDER

B. APPROVAL OF MINUTES

Audit Committee Meeting – April 26, 2020

C. GENERAL

1. Staff briefing, discussion, and possible action regarding the Port Authority financial statements as of June 30, 2021, including budget versus actual results, operating cash, and the investment portfolio.
2. Staff briefing, discussion and possible action regarding the Annual review of the Port of Houston Authority Investment Policy, Internal Controls for Investments and Public Funds Investment Act Compliance Checklist, for consideration and possible action regarding amendment of the Investment Policy and Internal Controls for Investments:
 - a. Investment Policy Draft
 - b. Internal Controls for Investments Draft
 - c. Public Funds Investment Act Compliance Checklist
3. Staff briefing, discussion and possible action regarding review of external audit firm lead partner qualifications:
 - a. BKD Peer Review (10/6/2017)
 - b. Evaluation Survey of External Auditors
 - c. BKD Firm and Partner Reviews
4. Staff briefing, discussion and possible action regarding Audit Committee responsibilities:
 - a. Review of compliance with Audit Committee Charter and Calendar
 - b. Audit Committee Charter Amendment Discussion
 - c. Chief Audit Officer Non-Attest Duties
5. Staff briefing, and discussion regarding the annual review of Internal Audit's compliance with:
 - a. Texas Special District Local Laws Code Chapter 5007
 - b. Texas State Government Code Chapter 2102
 - c. Internal Audit Charter
6. Staff briefing, consideration and possible action regarding amendments to:
 - a. Audit Committee Charter
 - b. Internal Audit Charter
 - c. Internal Audit policies.

7. Staff briefing and discussion regarding Internal Audit Reports:
 - a. Audit Charters and Policies Review Report
 - b. ILA Payroll-Benefits Review
 - c. Network and Core Systems Users Access Review
 - d. Code of Ethics Review
 - e. Promotion and Development Fund Review – 1st Quarter 2021
 - f. Summary of Audits
 - g. Misconduct Reporting Executive Summary: as of June 30, 2021

(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 October 25, 2021

F. ADJOURN