

April 14, 2022

**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 of the Port of Houston Authority, there is attached hereto a copy of the Agenda of the Audit Committee to be held on Monday, April 18, 2022. A quorum of the Port Commission is intended to meet at 10:00 a.m. at the Port of Houston Authority Executive Office Building, Fourth Floor Boardroom, 111 East Loop North, Houston, Texas 77029. The member of the Port Commission presiding over the meeting is intended to be present at that location, which shall be open to the public during the open portions of the meeting.

In addition, pursuant to Government Code Sec. 551.127 permitting a governmental body to hold a public meeting by videoconference call, the meeting may also be accessed via Webex webinar, as provided on the following page.

PORT OF HOUSTON AUTHORITY  
of  
HARRIS COUNTY, TEXAS

Erik A. Eriksson  
Secretary



### **Additional Public Meeting Notifications.**

1. 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 [eeriksson@porthouston.com](mailto:eeriksson@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, and will be available to the public, as will written minutes after Port Commission approval.
2. 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](mailto:lchristian@porthouston.com) or Erik Eriksson [eeriksson@porthouston.com](mailto:eeriksson@porthouston.com), and by mail at 111 E. Loop N, Houston, Texas 77029.
3. Due to health and safety concerns related to COVID-19, this meeting will offer the options to participate by videoconference or in-person. The meeting will be open to the public but restrictions regarding allowable room capacity and seating arrangements may be in place.



-- Do not delete or change any of the following text. --

**When it's time, join your Webex meeting here.**

[Join meeting](#)

**More ways to join:**

**Join from the meeting link**

<https://porthouston.webex.com/porthouston/j.php?MTID=mfd86af868b326dd0a15d29d2feec9453>

**Join by meeting number**

Meeting number (access code): 2498 582 3069

Meeting password: Audit0418

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

+1-720-650-7664,,24985823069## United States Toll (Denver)

+1-469-210-7159,,24985823069## 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 [24985823069@porthouston.webex.com](tel:24985823069@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 [24985823069.porthouston@lync.webex.com](tel:24985823069.porthouston@lync.webex.com)

If you are a host, [click here](#) to view host information.

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

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

**April 18, 2022  
10:00 a.m.  
111 East Loop North  
Houston, TX 77029  
And Via WebEx**

**A. CALL TO ORDER**

**B. APPROVAL OF MINUTES**

Audit Committee Meeting – January 25, 2022

**C. GENERAL**

1. Presentation by BKD representatives regarding the 2021 Port Authority financial statement audit and the 2021 Port Authority Promotion and Development Fund audit, and the 2021 U.S. Office of Management and Budget (OMB) Compliance Supplement single audit reports.
2. Presentation by GRS representative regarding the Actuarial Valuation Audit.
3. Staff briefing regarding the 2021 Annual Comprehensive Financial Report ("ACFR"), and discussion and possible action regarding these matters.
4. Staff briefing, discussion, and possible action regarding the Port Authority financial statements as of March 31, 2022, including budget versus actual results, operating cash, and the investment portfolio.
5. Staff update and possible discussion regarding Internal Audit Reports:
  - a. IT Governance Process Review
  - b. Interlocal and Cooperative Partners - Vendor Approval Process Audit Report
  - c. Promotional and Development Fund Review- Q2-Q3 2021
  - d. ISO 14001 Annual Internal Audit Report
  - e. 2021 Internal Quality Assurance & Improvement Program Assessment
  - f. Summary of Audits – Update as of March 31, 2022
  - g. Misconduct Reporting Executive Summary: as of March 31, 2022
6. Staff update and possible discussion regarding Audit Committee Responsibilities:
  - a. Recommend approval for the amendment of the Audit Committee Charter to update the term Annual Comprehensive Financial Report ("ACFR") throughout, including like amendments for all related Port Houston documents. *(Reference page 98)*

***(Recess Committee Open Meeting and convene Executive Session)***

**B. 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.

**C. ADJOURN EXECUTIVE SESSION AND RECONVENE OPEN MEETING**

*(Announce any items from Executive Session requiring Committee action)*

Next planned meeting July 2022

**F. ADJOURN**