


April 12, 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 April 16, 2019. The Audit Committee meeting will begin at 10:15 a.m., or thereafter, 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**

**April 16, 2019  
10:15 a.m.  
111 East Loop North  
Houston, TX 77029  
Fourth Floor Boardroom**

**A. CALL TO ORDER**

**B. APPROVAL OF MINUTES**

Audit Committee Meeting – January 23, 2019

**C. GENERAL**

1. Staff briefing regarding the 2018 Port Authority audits:
  - a. Presentation by Grant Thornton LLP representatives regarding the 2018 Port Authority financial statement audit and the 2018 Port Authority Promotion and Development Fund audit, and the 2018 U.S. Office of Management and Budget (OMB) Compliance Supplement single audit reports.
  - b. Staff briefing regarding the 2018 Comprehensive Annual Financial Report ("CAFR"), and discussion and possible action regarding these matters.
2. Staff briefing, and discussion regarding Summary of Internal Audit Activities
  - a. Summary Report Audit Findings Matrix
  - b. Summary of Audits Report
  - c. Environmental Overview –ISO 14001 Compliance/Audits (discussion only)
3. Internal Audit Reports
  - a. Contract Compliance Audit – Marketing & Media Services
  - b. Code of Ethics Compliance Review
  - c. ISO 14001 Annual Internal Audit Report
  - d. Petty Cash Audit Report
  - e. Promotion and Development Fund Review – 4<sup>th</sup> Quarter 2018
  - f. Misconduct Reporting Executive Summaries: January – March 2019

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

**D. EXECUTIVE SESSION**

1. Consultation with Attorneys (Section 551.071, Texas Open Meetings Act)
2. 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**