

January 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 January 28, 2020. The Audit Committee meeting will begin at 9:30 a.m., or thereafter, immediately following the adjournment of the Port Commission meeting, 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**

**January 28, 2020
9:30 a.m.
111 East Loop North
Houston, TX 77029
Fourth Floor Boardroom**

A. CALL TO ORDER

B. APPROVAL OF MINUTES

Audit Committee Meeting – October 22, 2019

C. GENERAL

1. Presentation by Grant Thornton LLP representatives regarding the audit of the Port of Houston Authority Restated Retirement Plan (Pension Plan) for the fiscal year ended July 31, 2019, staff recommendation for approval of the Pension Plan audited financial statements for fiscal year 2019, and discussion and possible action regarding these matters.
2. Staff briefing, discussion and action regarding the Port of Houston Authority unaudited financial statements as of December 31, 2019.
3. Internal Audit Reports
 - a. Accounts Payable- Supplier Payment Review Report
 - b. Vehicle Title Ownership Audit
 - c. Lease Agreement Compliance Audit-Superior Supply & Steel
 - d. 2018 Other Post-Retirement Health & Welfare (“OPEB”) Trust Audit
 - e. ISO 14001 Environmental Management System Internal Audit
 - f. Promotion and Development Fund Review – 3rd Quarter 2019
 - g. Misconduct Reporting Executive Summary: as of December 31, 2019
4. Staff briefing, and discussion regarding Internal Audit Activities
 - a. 2019 Internal Audit Plan Dashboard
 - b. Summary Report Audit Findings Matrix
 - c. Highlight of planned 2020 Projects
5. Audit Committee Responsibilities
 - a. 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)

Next planned meeting April 2020

F. ADJOURN