



Minutes for Audit Committee Meeting

12/06/2021 | 08:00 AM - 09:05 AM - Eastern Time (US and Canada)
2831 Talleyrand Avenue, Jacksonville, FL - Executive Conference Room

Audit Committee Members Attending:

Mr. Palmer Clarkson, Chairman
Mr. Daniel Bean, Member
Mr. Ed Fleming, Member

Absent: Mr. Brad Talbert, Member

Other Board Members Attending:

Ms. Wendy Hamilton, Board Chairwoman
Ceree Harden, Board Member

Other Attendees:

Mr. Eric Green, CEO
Ms. Linda Williams, Chief, Adm. & Corporate Performance
Ms. Beth McCague, CFO/Chief of Staff
Mr. Nick Primrose, Chief Regulatory Compliance
Mr. Reece Wilson, Office of General Counsel
Ms. Rebecca Dicks, Board Liaison

Call Meeting to Order

A meeting of the Jacksonville Port Authority Audit Committee was held on Monday, December 6, 2021 at the Port Central Office Building, 2831 Talleyrand Avenue, Jacksonville, Florida in the third floor Executive Conference Room. Chairman Palmer Clarkson called the meeting to order at 8:00 a.m. and welcomed all attendees.

Approval of September 27, 2021 Audit Committee Meeting Minutes

Chairman Clarkson called for approval of the September 27, 2021 Audit Committee meeting minutes. After a motion to approve the minutes by Mr. Bean and a second by Mr. Fleming, the Committee unanimously approved the minutes as submitted.

Mr. Reece Wilson from the Office of General Counsel gave a brief summary of the law and the specific exemption to the Audit Committee related to the next two audit reports. Anyone who was not involved in these presentations was asked to leave this portion of the meeting and told they could rejoin this meeting after these audits and management responses were concluded.

IT Response to Information Technology Security Risk Assessment - AUDIT CONFIDENTIAL - Exempt from FS 119.071(1) and 286.001)

Mr. Bradley Burch, Cyber Security Administrator for JAXPORT's Information Technology (IT) Department, presented a confidential response to the Information Technology Security Risk Assessment audit that was presented by RSM at the September 27, 2021 Audit Committee meeting. The subject matter covered in this response to the audit is confidential in nature, so it is exempt from Florida Statutes 119.07(1) and 286.001.

Security Audit & Management Response - AUDIT CONFIDENTIAL - Exempt from FS 119.071(1) and 286.001)

Ms. Jamie Bardee of RSM presented a confidential report to the Audit Committee on Contract Compliance – Security Vendor Contracts Phase 2. JAXPORT's Director of Public Safety & Security, Derrick Lewis, then provided a response to the audit. The subject matter covered in this audit and the response is confidential in nature, so it is exempt from Florida Statutes 119.07(1) and 286.001.

Mr. Wilson opened the meeting back up to the public.

Review List of Potential Audits

Ms. Jaime Bardee, Internal Auditor for RSM, presented a draft of potential internal audit plans to the committee for their review. RSM is proposing four audits for next year which includes two audits in Accounting & Finance – Revenue Contract Compliance and Vendor Contract Compliance; one in Information Technology – a Cyber Security Assessment; and one in Operations that deals with Work Order Processes.

Billing Audit Update

Due to time constraints, Ms. Beth McCague informed the Audit Committee that she provided an updated Billing Verification Report which included the billing and audit results from TOTE in the Audit Packet for their review.

Review & Approve CEO SMART Goals for FY22

Chairman Clarkson called for approval of the CEO SMART Goals for FY22. After a motion to approve by Mr. Bean and a second by Mr. Fleming, the Committee unanimously approved the CEO SMART Goals for FY22 as submitted.

Discuss Draft of Outstanding Audit Items

Ms. Linda Williams provided an Internal Audit Status Report which includes responsible parties and timetables for follow-up observations and completion dates. Ms. Williams stated that this document will be updated and provided to the committee at each meeting going forward.

Other Info, Comments, Questions, Concerns

Chairman Clarkson asked if there were any more questions or discussion. There being none, the meeting adjourned at 9:05 a.m.