



Minutes for Audit Committee Meeting

06/26/2023 | 08:00 AM - 08:58 AM - Eastern Time (US and Canada)

2831 Talleyrand Avenue, Jacksonville, FL 32206

Audit Committee Members Attending:

Mr. Daniel Bean, Chairman
Mr. Ed Fleming, Member
Ms. Wendy Hamilton, Member

Other Board Members Attending:

Mr. Palmer Clarkson, Board Chairman
Ms. Soo Gilvary, Board Member

Other Attendees:

Mr. Eric Green, CEO
Ms. Beth McCague, CFO/Chief of Staff
Ms. Linda Williams, Chief, Administrative Officer
Mr. Nick Primrose, Chief Regulatory Compliance
Ms. Chelsea Kavanagh, Sr. Director, Communications
Mr. Mike McClung, Director, Finance
Ms. Lisa Gee, Director of Procurement
Mr. Reece Wilson, Office of General Counsel
Ms. Rebecca Dicks, Board Liaison

A meeting of the Jacksonville Port Authority Audit Committee was held on Monday, June 26, 2023 in the JAXPORT Executive Conference Room, 2831 Talleyrand Avenue, Jacksonville, Florida. Chairman Daniel Bean called the meeting to order at 8:00AM and welcomed all attendees.

Approval of February 27, 2023 Audit Committee Meeting Minutes

Chairman Bean called for approval of the February 27, 2023 Audit Committee meeting minutes. After a motion to approve the minutes by Ms. Hamilton and a second by Mr. Fleming, the Committee unanimously approved the minutes as submitted.

Proposed Operating & Capital Budget for FY2024

Chairman Bean turned the meeting over to Ms. Beth McCague who presented an overview of the Proposed Operating and Capital Budget for FY2024 to the committee. She asked the Audit Committee for approval of the FY2024 budget pursuant to the Charter of the

Consolidated Government of the City of Jacksonville, which states that the port is required to send its proposed budget over to the City Council by July 1, 2023.

After much discussion by the Audit Committee, Chairman Bean asked for a motion to approve the proposed FY2024 Operating and Capital Budgets. After a motion by Mr. Fleming and a second by Ms. Hamilton, the Audit Committee unanimously voted to approve the FY2024 Proposed Operating and Capital Budget as submitted.

Board Chairman Clarkson requested that management make the proposed budget presentation for FY2025 available to Board members at least one week before the scheduled board meeting so as to give Board members ample time for review and preparation for discussion. He suggested a presentation be conducted via Zoom for all Board members in conjunction with their individual one-on-one briefings to help give them a thorough understanding of the proposed budget.

Instructions for External Audit Proposal Evaluations

Ms. Lisa Gee, Director of Procurement, provided Evaluation Committee instructional guidance pertaining to the External Auditor proposals. She briefed the committee on the role of an evaluator, the evaluation process, and had them sign a confidentiality agreement. She stated that an evaluation review/recommendation meeting would be scheduled sometime after the July 4 holiday via Zoom to discuss their recommendation.

Update on Internal Auditor

Ms. Linda Williams provided an update on the selection process for Internal Auditor. JAXPORT initiated the process by soliciting proposals for the Internal Auditor. In total, eight proposals were received. After a careful evaluation of the submitted proposals, the top three candidates were invited to present their qualifications and proposals.

Following the presentations, Carr Riggs & Ingram, LLC was chosen to become JAXPORT's Internal Auditor starting July 1, 2023.

Ms. Williams stated Carr Riggs will begin working on updating the risk assessment for JAXPORT and then start developing an audit plan. This audit plan will be presented to the Audit Committee for their review. Any necessary modifications or adjustments by the committee can be made at that time.

Updated List of Outstanding Audit Items

Ms. Williams informed the committee that all of the audits conducted by RSM have been successfully completed. Furthermore, she informed the committee that all recommendations put forward by RSM have been addressed and implemented, resulting in no outstanding audit items from RSM.

There being no further business, the meeting adjourned at 8:58AM.