



Meeting of the Audit & Budget Review Committee of Hampton Roads

Thursday, March 22, 2018 • 12:00 p.m.

2nd Floor Board Room • 3400 Victoria Blvd, Hampton, VA 23661

MEETING MINUTES

Commissioners in attendance:

Commissioner Parnell, City of Norfolk-Chair
Commissioner Fuller, City of Chesapeake
Commissioner Moffett, City of Hampton
Commissioner Hunter, City of Portsmouth
Commissioner Wood, City of Virginia Beach
Commissioner Ross-Hammond, City of Virginia Beach
Commissioner Woodbury, City of Newport News, TDCHR-Chair
Commissioner Coleman, City of Newport News
Commissioner Rowe, City of Portsmouth

Alternate Commissioners in attendance:

Commissioner Raliski, City of Norfolk
Commissioner Sorey, City of Chesapeake
Commissioner DeProfio, City of Hampton

Hampton Roads Transit Staff in attendance:

Gene Cavasos, Director of Marketing and Communications
Brenda Green, Accounting Coordinator (recorder)
Angela Glass, Director of Budget and Financial Analysis
William Harrell, President and Chief Executive Officer
Conner Burns, Chief Financial Officer
Sylvia Shanahan, Director of Finance
Brian Smith, Assistant to the President for Organizational Advancement
Margaret Denoncourt, Internal Auditor
Shanti Mullen, Auditor I
Ray Amoruso, Chief Planning and Development Officer
Robert Travers, Attorney
Alesia Cain, Chief Information Officer/Chief Technology Officer
Sonya Luther, Interim Director of Procurement
Joe Dillard, Government Relations Liaison



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Sibyl Pappas, Chief Engineering and Facilities Officer
Luis Ramos, Executive Assistant to the President and CEO
Derrick Snowden, Chief Safety and Security Officer
Kim Ackerman, Chief Human Resources Officer
Ron Hodges, Director of Business Development
Rodney Davis, Director of Customer Relations
Brandon Singleton, Assistant Director of Budget
David Burton, General Counsel
Debbie Ball, Assistant Director of Finance

Call to Order

Commissioner Parnell called the meeting of the Audit & Budget Review Committee (ABRC) to order at 12:00 pm.

The March 2018 Audit & Budget Review Committee meeting package was distributed electronically to the ABRC and Commissioners in advance of the meeting. The meeting package consisted of:

- Meeting Agenda
- Minutes of the December 2017 ABRC
- Financial Report- February 2018
- HRT Internal Audit Budgetary Practices
- HRT Internal Audit Budgetary Practices- ABRC Action Items

Summary of the HRT Internal Audit Budgetary Practices-ABRC Action Items

Commissioner Parnell and Ms. Margaret Denoncourt, Internal Auditor, gave an overview of the Internal Audit Budgetary Practices – ABRC Action Items (IA Budget Practices) to the committee members and attendees.

Commissioner Parnell informed the committee members that the IA Budget Practices is a working document.

There was some discussion concerning timeline.

There was some discussion concerning the Bylaws and the function of the Management/Financial Advisory Committee (MFAC).



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There was some discussion concerning the modification of the Cost Allocation Agreement (CAA).

There was some discussion concerning improving communication with various committees, HRT's Senior Executive Staff, HRT departments and the local government appointees/officials.

There was some discussion concerning the Transportation Service Plan (TSP) timeline.

There was some discussion concerning the two cities that have not responded to the FY19 TSP; Hampton and Norfolk.

Commissioner DeProfio stated that the cities could have a better budgetary understanding of the TSP if cost of service was included.

It was decided by the committee members to move the April 12, 2018 ARBC meeting to May 10, 2018.

There was some discussion concerning HRT acquiring dedicated funding.

It was noted that the IA Budget Practices, including HRT's responses, will be discussed at the April 23, 2018 MFAC meeting. If acceptable to the MFAC members, the responses will be presented to the ABRC in May 2018. Upon a unanimous vote by the ABRC, the document will then go back to the Operations and Oversight Committee for review.

Summary of the February FY2018 Financial Statement

Mr. Conner Burns, Chief Financial Officer, gave a brief overview of the February 2018 Financial Statement.

There was some discussion concerning the farebox revenue recovery.

Mr. Ray Amoruso, Chief Planning and Development Officer, stated that HRT is in the process of an internal and external analysis concerning the contributing factors affecting ridership. Once completed, these results will be presented to the committee.

There was some discussion concerning HRT's farebox recovery ratio as it relates to the national average.

Approval of December 14, 2017 ABRC Meeting Minutes



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A motioned to approve the December 14, 2017 Audit & Budget Review Committee meeting minutes was made by Commissioner Parnell and properly seconded.

The December 2017 minutes were approved by a unanimous vote.

Other Matters

There were no other matters to be discussed.

Adjournment

With no further business to discuss, the March 2018 Audit & Budget Review Committee meeting was adjourned at 12:58 pm by Commissioner Parnell.