



Meeting of the Audit & Budget Review Committee of Hampton Roads

Monday, August 19, 2019 • 12:00 p.m.

2nd Floor Board Room • 509 East 18th Street, Norfolk, VA 23504

MEETING MINUTES

Commissioners in attendance:

Commissioner Gray, City of Hampton-Chair
Commissioner Hunter, City of Portsmouth
Commissioner Parnell, City of Norfolk
Commissioner Fuller, City of Chesapeake
Commissioner Rowe, City of Portsmouth
Commissioner Woodbury, City of Newport News
Commissioner, Kanoyton, City of Hampton

Alternate Commissioners in attendance:

Commissioner Cipriano, City of Newport News
Commissioner DeProfio, City of Hampton
Commissioner Jackson, City of Portsmouth
Commissioner Inman, City of Norfolk

Hampton Roads Transit Staff in attendance:

Brenda Green, Executive Assistance
Angela Glass, Director of Budget and Financial Analysis
William Harrell, President and Chief Executive Officer
Conner Burns, Chief Financial Officer
Shanti Mullen, Internal Auditor
Ray Amoruso, Chief Planning and Development Officer
Robert Travers, Attorney
Sibyl Pappas, Chief Engineering and Facilities Officer
Sony Luther, Director of Procurement
Debbie Ball, Director of Finance
Adrian Tate, Staff Accountant (recorder)
Larry Kirk, Assistant Director of Finance
Joe Dillard, Government Relations Liaison
Keisha Branch, Grants Administration and DBE Officer



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Others in attendance:

Sheila Mcallister, City of Newport News
Seth Parker, City of Norfolk
Constantinos Velissarios, City of Newport News
Alex Gottschalk, City of Virginia Beach

Call to Order

Commissioner Gray called the meeting of the Audit & Budget Review Committee (ABRC) to order at 12.03 pm.

The August 2019 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 May 2019 Meeting
- July 2019 Financial Report

Approval of May 23, 2019 ABRC Meeting Minutes:

A motion to approve the May 23, 2019 Audit & Budget Review Committee (ABRC) meeting minutes was made and properly seconded. A vote resulted the following:

The May 23, 2019 meeting minutes were approved.

Summary of the July FY20 Financial Report

Conner Burns, Chief Financial Officer, welcomed everyone to the meeting.

The July financials, including the locality crosswalk and locality budget status to date were presented in detail to the Committee.

There was discussion regarding the continual decline in ridership and how to effectively resolve it.



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Other Matters

It was proposed to the Committee about meeting monthly or quarterly. The Committee decided to schedule the September meeting for September 26, 2019 at 12 pm in Hampton, VA. Future meeting dates will be discussed at the September meeting.

There was discussion regarding the residual surplus from gain on sale of assets. The recommendation from the Committee is to approve and present to the Commission the following:

The CEO in consultation with the CFO will utilize/allocate any surplus funds for immediate, critical, or essential operational needs or cash capital match for grants that may include technology, facilities, or operations.

ACTION ITEM: Rewrite the wording of the recommendation.

Adjournment

With no further business to discuss, the August 19, 2019 Audit & Budget Review Committee meeting was adjourned at 12:37 pm by Commissioner Gray.