



## Meeting of the Audit & Budget Review Committee of Hampton Roads

Monday, December 9, 2021, • 11:30 a.m.  
2<sup>nd</sup> Floor Board Room, 509 18<sup>th</sup> Street, Norfolk, VA  
Hybrid In Person Zoom Tele/Video Conference

### MEETING MINUTES

#### **Call to Order**

Jimmy Gray, Chair – City of Hampton, welcomed everyone and called the meeting to order at 11:37 am.

Attendance was taken for the meeting.

#### **Commissioners in attendance In-person:**

Commissioner Gray, Chair - City of Hampton-Chair  
Commissioner Glover, City of Portsmouth  
Commissioner Hunter, City of Portsmouth

#### **Alternate Commissioners in attendance In-person:**

Commissioner Cipriano, City of Newport News  
Commissioner Shea, City of Virginia Beach  
Commissioner Jackson, City of Portsmouth

#### **Alternate Commissioners in attendance virtual:**

N/A

#### **Hampton Roads Transit Staff In-person:**

William Harrell, President and Chief Executive Officer  
Conner Burns, Chief Financial Officer  
Angela Glass, Director of Budget and Financial Analysis  
Debbie Ball, Director of Finance  
Larry Kirk, Assistance Director of Finance  
Brenda Green, Accounting Coordinator (recorder)  
John Powell, Telecommunications Specialist  
Dawn Sciortino, Chief Safety Office  
Kim Wolcott, Chief Human Resources Officer  
Michael Price, Chief Information Officer/Chief Technology Officer  
Gene Cavazos, Director of Marketing and Communications



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Adrian Tate, Finance Manager  
Brian Smith, Deputy Chief Executive Officer

### **Hampton Roads Transit Staff virtual:**

Michele Goode-Bacon, Contract Administrator  
Juanita Davis, Budget Analyst III  
Luis Ramos, Executive Assistant to the President and CEO  
Shanti Mullen, Internal Auditor  
Jim Price, Chief Transit Operations Officer  
Sheri Dixon, Director of Revenue Services  
Sonya Luther, Director of Procurement  
Sibyl Pappas, Chief Engineering and Facilities Officer  
Robert Lee, Management Analyst

### **Others in attendance:**

Jeff Raliski, Hampton Roads Transportations Planning Organization (HRTPO)  
Diane Wishart, City of Norfolk  
Krista Edoff, Cherry Bekaert, LLP  
Constantinos Velissarios, City of Newport News

### **Call to Order**

Commissioner Gray called the meeting of the Audit & Budget Review Committee (ABRC) to order at 11:37 am.

The December 2021 Audit & Budget Review Committee meeting package was posted to HRT's website and distributed electronically to the ABRC members and Commissioners in advance of the meeting. The meeting package consisted of:

- Meeting Agenda
- ABRC October 2, 2021, Meeting Minutes
- October 2021 FY22 Financial Report
- Annual Financial Report Years Ended June 30, 2020, and June 30, 2019



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### **Approval of October 2021 ABRC Meeting Minutes:**

A motion to approve the October 2021 Audit & Budget Review Committee (ABRC) meeting minutes was made and properly seconded.

The October 2021 minutes were approved by unanimous vote.

### **External Financial Audit Status Summary**

Krista Edoff, Cherry Bekaert, LLP, gave an overview of the Transportation District Commission of Hampton Roads (TDCHR) External Annual Financial Report. A summary of the highlights of the years ending June 30, 2020, and 2019 were reviewed and presented to the ABRC Members.

#### Audit Results

- Financial statements – unmodified
- Report on internal control over financial reporting and compliance – unmodified
- Report of audit adjustments – potential errors not recorded, passed adjustments and timing differences; reported as “best practices” and recommendations to Management.
- Report on overall engagement results – a material weakness in financial reporting of government auditing standards due to material audit adjustments
- Report on required communications – unmodified

Due to COVID, there were no reported changes to the accounting standards and policies as it relates to this year’s audit.

Mr. Burns respectfully requested the official acceptance and the recommendation of the External Annual Financial Report by the ABRC members to the TDCHR Board for adoption.

A motion to accept and recommend the External Annual Financial Report was made and properly seconded.

The External Annual Financial Report was accepted and recommended to the TDCHR Board for adoption by unanimous vote.



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### **October 2021 FY 2022 Financials**

Mr. Burns stated that the October 2021 FY 2022 Financial Report will not be presented at today's ABRC meeting as requested. However, the report will be presented in its entirety at the TDCHR Board meeting today at 1:00 pm.

The quarterly financial report will be presented to the ABRC members at the February 2022 meeting.

### **Adjournment**

Chair Gray stated that the next ABRC will be on February 22, 2022.

With no further business to discuss, the December 9, 2021, ABRC Committee meeting was adjourned at 12:05 pm.