



**AUSTIN TRANSIT PARTNERSHIP
BOARD OF DIRECTORS MEETING
AGENDA**

Wednesday, August 23, 2023, 2:00 p.m.

ATP Board Room

203 Colorado St. Austin, TX 78701

ADA Compliance

Reasonable accommodations and equal access to communications are provided upon request. Please call 512-389-7590 or email chloe.maxwell@atptx.org if you need more information.

Board of Directors

Veronica Castro de Barrera, Chair; Kirk Watson, Vice Chair; Jeffrey Travillion; Juan Garza; John Langmore; Robert Goode (ex officio); Dottie Watkins (ex officio).

Public Comment

Public comment may be completed in person or virtual. Those wishing to contribute comments must notify ATP 24-hours before the meeting by calling 512-389-7590 or emailing chloe.maxwell@atptx.org. Please provide your name, phone number and the topic you wish to discuss. On the day of the meeting, you will be contacted, added as an attendee of the board meeting, and have 3 minutes to speak. You will have only one opportunity at the beginning of the board meeting to speak on all items you intend to address.

Watch Live

ATP Board Meetings are streamed [live](#) from the ATP website.

Executive Session

The Board of Directors reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed as authorized by Texas Government Code Chapter 551, including, but not limited to: Sections 551.071 (Litigation/Consultation with Attorney), 551.072 (Deliberations regarding real property), 551.073 (Deliberations regarding gifts and donations), 551.074 (Deliberations regarding personnel matters) or 551.076 (Deliberations regarding deployment/implementation of security personnel or devices), and 551.087 (Deliberations regarding Economic Development negotiations).

Pages

1. Official Seating of New ATP Board Member

2.	Public Comment	
3.	Technical Advisory Committee Reports	
3.1	Finance & Risk Advisory Committee	3
4.	Executive Director Report	
1.	Project Connect Status Report / Board Brief	
5.	Action Items	
5.1	Action Item 1	
	Approval of minutes from the July 19, 2023 Board Meeting	
6.	Discussion Items	
6.1	Proposed Fiscal Year 2024 Budget Presentation	
7.	Item from Internal Audit	
7.1	Discussion of Fiscal Year 2024 Proposed Audit Plan	4
8.	Adjournment	



COMMITTEE: Choose an item.

DATE: 8/8/2023

ATTENDANCE:

FAR Members: John Langmore, Cindy Matula, Sandra Menjivar-Suddeath, Dave Sullivan, Gretchen Flatau (CAC Liaison)

ATP Staff: Jamie Atkinson, Bryan Rivera, Jennifer Pyne, Lindsay Wood, Katie Houston, Cameron Lagrone, Vicky Woodard

Consultants: Maegan Harmon and Carlos Torres (BDO)

PRIMARY AGENDA ITEMS:

- Program Update
- Internal Audit Update
 - Draft Audit Plan for FY 24
 - Contract Compliance Audit of Task Orders (BDO results)
- Presentation of Draft FY24 Budget Highlights

COMMITTEE DISCUSSION & RECOMMENDATIONS:

The Committee and staff discussed the interactive nature of engineering efforts and NEPA approvals. The benchmarks included in the NEPA process and advanced conceptual engineering are structured to be timely and keep project development progressing.

Current housing density in Austin and how that might affect how competitive Austin is for federal transit support is also a concern of the Committee. Staff emphasized that current density as well as strategies for transit-supportive uses, plans for density and code amendments, and ETOD overlays can also factor into a project's viability for federal awards.

The FY24 Draft Audit Plan was discussed and one of the projects included on this plan is an IT security audit. The Committee advised that IT security is an excellent topic to include on the draft plan, but that to be sure that the scope is specifically tailored to ATP's needs.

FY24 Proposed Internal Audit Plan

Internal Audit Mission

The mission of Internal Audit is to help improve ATP's governance, control, and risk management through independent, objective assurance and advisory services. Guided by the authority and responsibilities outlined in ATP's Audit Charter, Internal Audit is organizationally independent of ATP administration, and reports directly to the ATP Board.

Internal Audit governs itself by adhering to the mandatory elements of The Institute of Internal Auditors' International Professional Practices Framework, including the Core Principles, the Code of Ethics, and the International Standards for the Professional Practice of Internal Auditing in carrying out its duties.

About Us

Additional information on who we are, what we do, our professional resources, and the results of our audit projects is available on our webpage at: www.atptx.org/about/internal-audit

Ethics Hotline

If you have a concern about potential misconduct or a violation of ATP policies, we provide simple and anonymous ways to voice your concerns. Visit our online ethics portal at: atp.ethix360.com or call 888-57-2ATPTX (2-8789) for assistance.

For questions about this plan, please contact us at ATP_audit@atptx.org.

What is the purpose of this plan?

Each year, we want to share information on what we intend to audit in the upcoming fiscal year. We provide this information at the start of ATP's fiscal year so that we align our project work with the fiscal cycle that ATP follows. Providing this information helps us increase transparency at ATP and serves as a notification to the public, the Board, and management that our work will focus on specific aspects of ATP's governance, control, and risk management in the upcoming year. Additionally, the professional audit standards we follow require us to periodically prepare an audit plan and submit the plan to the ATP Board for approval.

How was this plan created?

Internal Audit performed an organizational risk assessment to evaluate the governance, risk management, and operations of ATP to prepare the list of priority projects included in this plan. These projects are intended to provide the greatest possible benefit to ATP given resources and combined assurance from other oversight functions.

What types of projects are included in this plan?

Projects in this plan include audit and advisory services conducted by Internal Audit, and projects outsourced to external assurance providers. If needed, this plan will be revised throughout the fiscal year in response to changes in ATP's risk environment, operations, programs, systems, and controls. Significant deviations will be shared with the ATP Board, in addition to our progress on completing this plan.

What's new this year?

This year we've included follow-up activities as part of our audit plan. These projects evaluate management actions taken to determine if the agreed-upon audit recommendations have been addressed with the ultimate goal of mitigating identified risks and enhancing ATP's efficiency and effectiveness. Internal Audit categorizes all recommendations issued based on the area of ATP that is primarily impacted by the audit recommendation and assigns a risk rating to each recommendation so that we can prioritize follow-up work to address ATP's most pressing needs. We will report the results of follow-up testing to the ATP Board and management and we'll continuously provide an update on the status of this work using an online dashboard coming soon to our webpage.

What happens if these projects cannot be completed?

If we determine that one or more of the planned projects cannot be completed or completion would provide more value at a later date, we will replace the planned project(s) with an alternative project from the pool of previously identified priority replacement projects. Needed resources and costs will be evaluated as project replacements occur. These priority replacement projects include:

- ATP Quality Control Practices (advisory project)
- Community Response and Satisfaction (audit project)
- Project Planning for Growth (audit project)

FY24 Proposed Internal Audit Plan

AUDIT PROJECTS

Project Topic	Preliminary Objective	Priority	Source ¹
Contract Monitoring	Are ATP contract monitoring efforts coordinated across the organization and is contractor oversight ensuring project needs are met?	High	Internal Audit
Human Resources: Hiring and Employee Retention Processes	Are hiring processes ensuring ATP is employing staff that meet prescribed minimum qualifications, and what practices are currently in place to track employee turnover and retain staff?	Medium	Internal Audit
Language Access: Project Communications	Are communications to the public sufficiently meeting the language and accessibility needs of the Austin community? Are reporting methods effectively communicating the project's progress, including whether ATP is on schedule and within budget for project delivery?	High	Internal Audit
Federal Compliance	Is ATP building FTA requirements and guidance into project planning and risk management procedures to maximize federal support and compliance?	High	Outsource
Procurement Processes	Do procurement processes comply with ATP policies and FTA requirements to promote efficient and fair contracting?	High	Outsource
IT Security	Has ATP designed an IT environment that ensures ATP data, systems, and infrastructure are properly secured and protected from loss?	High	Outsource

NON-AUDIT AND ADVISORY PROJECTS

Project Topic	Objective	Priority	Source
Annual Audit Planning	Perform an organization-wide risk evaluation and prepare next year's annual audit plan	High	Internal Audit
Ethics Investigations	Review complaints received through the ethics hotline and conduct related investigations as needed	High	Internal Audit
Audit Follow-Up	Evaluate management actions taken to address previously issued audit recommendations	Medium	Internal Audit
Other Risk Advisory Services	• Provide input on ATP policies and processes to enhance internal controls, as requested by management • Participate as risk advisor in various capacities	Medium	Internal Audit

¹ The resources needed to carry out this audit plan are considered as part of ATP's annual budget deliberations which occur each year in September. Internal Audit did not request additional staffing resources this year but may opt to notify the Board of the intention to fill the second auditor position approved in the FY2023 budget later this year should the need arise.