





## Information Update – Governance & Audit Workplan Status Report

**To:** Chair and Board of Directors  
**Through:** President & CEO Jennifer Pyrz  
**From:** Director of Governance & Audit, Brian Atkinson  
**Date:** January 8, 2025

### GOVERNANCE & AUDIT WORKPLAN STATUS REPORT AND 2020-2025

#### Governance & Audit Work Plan Status Report

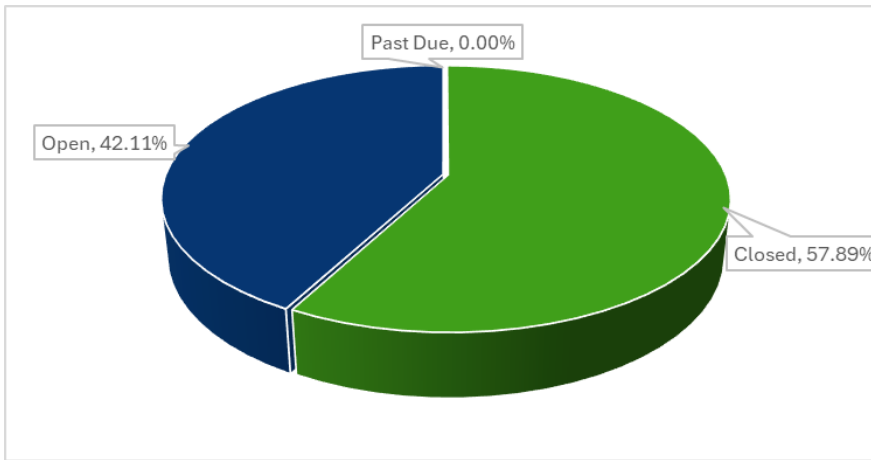
Project / Activity	Governance & Audit Committee Meeting					
	FY24				FY 25	
	Apr-24	Jul-24	Oct-24	Jan-25	Apr-25	Jul-25
Healthcare Review	Complete					
Fare Pass Inventory Audit	Complete					
Maintenance Review	Complete					
Para Transit Fare Collection Audit	Complete					
Collision Review	Complete					
Security & Safety Review	Complete					
Cyber Security		In-Process				
Procurement/Storeroom Review - Update		In-Process				
Policy Review - Update		In-Process				
Decentralized Operations - Update			In-Process			
Annual Risk Refresh 2025			In-Process			
Driver License and I9 Compliance				Planned	★	
Employee Termination Process				Planned	★	
Sexual Harrassment Training				Planned	★	
Email Account Validation				Planned	★	
Compensation Management Plan				Planned		★
Fixed Asset Management Plan				Planned		★
Retail Desk Transfer to Finance				Planned		★
Criminal Background Checks				Planned		★
Customer Comment Review				Planned		★

 Complete
  In-Process
  Planned
  Report targeted to be presented at G&A meeting.

Note: the timelines reflected above are estimates and may be subject to change due to scheduling constraints and/or Board requests.

# 2022-24 Prior Audit Findings Status Presentation

Audit Report/Subject	Report Number	Report Issue Date	Corrective Actions			
			Total	Closed	Open	Past Due
Physical and Facility Security	2022-03	07/12/22	8	6	2	0
Bus Rapid Transit (BRT) Review	2023-02	04/03/23	4	3	1	0
Ridership Experience Assessment	2023-03	07/14/23	7	5	2	0
Flowbird MyKey Review *	2023-04	06/04/23	5	4	1	0
Transit Asset Management Review	2023-05	06/14/23	2	1	1	0
Staffing, Hiring & Recruiting	2023-08	01/08/24	5	0	5	0
Maintenance Review	2024-03	04/05/24	4	3	1	0
Healthcare Costs Review	2024-02	07/15/24	3	0	3	0
		Total	<b>38</b>	<b>22</b>	<b>16</b>	<b>0</b>
		Percentage		57.89%	42.11%	0.00%



\* The plan for a retail network for MyKey cards is currently paused. There is a plan to launch a fare study soon which will include third party locations. Retail networks have matured since being evaluated and a contract secured in 2019.

## Governance & Audit Completed Reviews & Audits

Report ID	Report Title	Date Reported
2020-1	Employee Terminations Timely Update in ADP	2/27/2020
2020-2	Transdev Fuel Purchase Reporting	6/16/2020
2020-3	Lost and Found Policy Addressing Found Cash	6/16/2020
2020-4	Lost Revenue - Online Credit Card Error	6/16/2020
2020-5	Payments Against Expired Agreement-Non-Order Invoices	6/16/2020
2020-6	BCP Progress Assessment	9/17/2020
2020-7	Red Line Lessons Learned	9/17/2020
2020-8	Annual Risk Refresh & Proposed Audit Plan 2021	1/21/2021
2020-9	Procurement Process Review	1/21/2021
2020-10	Strategic & Capital Planning/Grant Management Review	1/21/2021
2020-11	Compliance Mapping Exercise	1/21/2021
2020-12	Comprehensive IT Risk Assessment	3/18/2021
2021-1	Fare Collection Audit	6/16/2021
2021-2	Storeroom and Materials Management Audit	6/16/2021
2021-3	Capital Project Management	9/16/2021
2021-4	Memorandums of Understanding Review	9/16/2021
2021-5	Annual Risk Refresh & Proposed Audit Plan 2022	1/20/2022
2021-6	Healthcare Costs Review	1/20/2022
2022-1	Training	4/21/2022
2022-2	Microsoft D365 Implementation	7/21/2022
2022-3	Physical and Facility Security	7/21/2022
2022-4	Cyber Security Readiness	7/21/2022
2022-5	Covid and Pandemic Recovery	10/20/2022
2022-6	Employee Share of Health Insurance Premium	10/20/2022
2022-7	Retail Center Audit	10/20/2022
2022-8	Annual Risk Refresh & Proposed Audit Plan 2023	1/19/2023
2022-9	Paratransit Program Assessment	4/27/2023
2022-10	Stockroom & Maintenance Review	4/27/2023
2023-1	Policy Review	4/27/2023
2023-2	Bus Rapid Transit (BRT) Review	7/20/2023
2023-3	Ridership Experience Review	7/20/2023
2023-4	Transit Asset Management Review	7/20/2023
2023-5	Flowbird/Mykey Review	7/20/2023

# Governance & Audit Completed Reviews & Audits

Report ID	Report Title	Date Reported
2023-8	Staffing, Hiring & Recruiting Review Report	1/18/2024
2023-9	Annual Risk Refresh & Proposed Audit Plan 2024	1/18/2024
2024-1	Fare Pass Inventory Audit	4/18/2024
2024-2	Healthcare Cost Review	7/18/2024
2024-3	Maintenance Review	4/18/2024
2024-4	Paratransit Fare Collection Audit	4/18/2024
2024-5	Safety/Security Review	7/18/2024
2024-6	Collision Review	7/18/2024
2024-7	Policy Review Update Report	10/16/2024
2024-8	Maintenance & Storeroom Review Updated	10/16/2024
2024-9	Annual Risk Refresh & Proposed Audit Plan 2025	1/8/2025
2024-10	Decentralized Operations Review Report Update	1/8/2025

**RECOMMENDATION:**

Receive the report.

Brian Atkinson  
Deputy of Governance & Audit

