

Seattle Port Commission: Audit Committee Meeting		Tuesday, December 6, 2011 9:00 a.m. – 11:00 a.m. Port of Seattle Headquarters, Pier 69, Commission Chambers
Attendees: Commissioner Rob Holland Commissioner Tom Albro Commissioner Gael Tarleton (alternate member) Committee Public Member Christina Gehrke CEO Tay Yoshitani Staff: Tom Barnard, Policy Analyst, Port of Seattle Commission Katie Blair, Commission Records Specialist		Presenters: (in order of appearance) Jeff Hollingsworth, Senior Manager, Risk Management Lauren Smith, Manager, HR Information System Tyler Winchell, Internal Audit Staff Jack Hutchinson, Internal Audit Manager Joyce Kirangi, Director, Internal Audit Department Dan Thomas, Chief Financial Officer
Agenda		
Minutes	Approval of Audit Committee minutes for November 1, 2011	Audit Committee
Special Order of Business	Enterprise Risk Management (ERM) Project: Information and Communications Technology	Jeff Hollingsworth, Senior Manager, Risk Management Lauren Smith, Manager, HR Information System
Lease and Concession Audits *	None	
Operational Audits	Central Processing System	None
	Comprehensive Operational Audit	Airfield Operations
	Limited Operational Audit	None
	3 rd Party Audit	None
Follow up Items	None	
Internal Audit Committee Items	Approval of Peer Review for Internal Audit Department	Audit Committee Joyce Kirangi, Director, Internal Audit Department
Audit Work Plan	2011 Work Plan Status Update	Joyce Kirangi, Director, Internal Audit Department
	2012 Proposed Internal Work Plan	Jack Hutchinson, Internal Audit Manager
External Audits	None	
New Business	Preliminary Scope Discussion for IT Risk Assessment and Performance Audit	Dan Thomas, Chief Financial Officer Joyce Kirangi, Director, Internal Audit Department

* Lease and Concession items will be reviewed only at Audit Committee request.