

Seattle Port Commission: Audit Committee Meeting	Tuesday, December 4, 2012 9:00 a.m. – 11:00 a.m. Port of Seattle Headquarters, Pier 69, Commission Chambers
<p>Attendees: Commissioner Tom Albro Commissioner Bill Bryant Committee Public Member Christina Gehrke CEO Tay Yoshitani</p> <p>Staff: Tom Barnard, Policy Analyst, Port of Seattle Commission Katie Blair, Commission Records Specialist</p>	<p>Presenters: (in order of appearance) Jack Hutchinson, Internal Audit Manager Joyce Kirangi, Director, Internal Audit Department Tom Barnard, Policy Analyst, Port of Seattle Commission</p>

REVISED Agenda (as of 11/30/2012)

Category	Item	Presenter	
Minutes	None *		
External Audits	SAO Exit Conference – 2012 Port of Seattle Accountability Audit	Ryan Donnell, State Auditor's Office	
Lease and Concession Audits **		Jack Hutchinson, Internal Audit Manager	
<u>Operational Audits</u>	Central Processing System	None	
	Comprehensive Operational Audit	None	
	Limited Operational Audit	Third-Party Administration of Self-insured Medical and Dental coverage	Ruth Riddle, Internal Audit Staff
		Compliance Cost of Central Procurement Office (CPO) Policies and Procedures	Ben Wolfgram, Internal Audit Staff
	3 rd Party Audit	None	
Follow up Items	Risk-Based Audit Approach: Real Estate Portfolio Department Audit	Tyler Winchell, Internal Audit Staff	
Internal Audit Committee Items	Proposed Audit Committee Charter	Tom Barnard, Policy Analyst, Port of Seattle Commission	
Audit Work Plan	Approval of the 2013 Internal Audit Work Plan	Joyce Kirangi, Director, Internal Audit Jack Hutchinson, Internal Audit Manager	
New Business	Reminder of Audit Committee meeting schedule for 2013	Tom Barnard, Policy Analyst, Port of Seattle Commission	

*Audit minutes for November and December of 2-12 will be presented at the February 2013 Audit Committee meeting.

**Lease and Concession items will be reviewed only when there are findings.