





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: April 10, 2025

GOVERNANCE & AUDIT WORKPLAN STATUS REPORT AND 2020-2025

Governance & Audit Work Plan Status Report

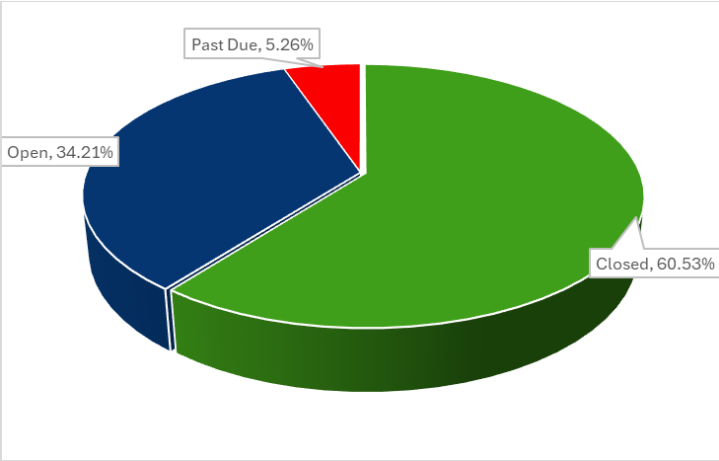
Project / Activity	Governance & Audit Committee Meeting					
	FY24				FY 25	
	Apr-24	Jul-24	Oct-24	Jan-25	Apr-25	Jul-25
Healthcare Review						
Fare Pass Inventory Audit						
Maintenance Review						
Para Transit Fare Collection Audit						
Collision Review						
Security & Safety Review						
Cyber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

 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 decisions.

2022-24 Prior Audit Findings Status Presentation

Audit Report/Subject	Report Number	Report Issue Date	Corrective Actions				
			Total	Closed	Open	Latest Due Date	Past Due
Physical and Facility Security	2022-03	07/12/22	8	6	2	2 Open Items - Q2 2025 and EOY 2025	0
Bus Rapid Transit (BRT) Review	2023-02	04/03/23	4	3	1	30-Apr-25	0
Ridership Experience Assessment	2023-03	07/14/23	7	6	0	*	1
Flowbird MyKey Review	2023-04	06/04/23	5	4	0	*	1
Transit Asset Management Review	2023-05	06/14/23	2	1	1	EOY 2025	0
Staffing, Hiring & Recruiting	2023-08	01/08/24	5	0	5	Multiple Open Items - EOY 2025	0
Maintenance Review	2024-03	04/05/24	4	3	1	Q2 2025	0
Healthcare Costs Review	2024-02	07/15/24	3	0	3	Multiple Open Items - EOY 2025	0
Total			38	23	13		2
Percentage				60.53%	34.21%		5.26%



* 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
2023-6	Decentralized Operations Review Report	10/19/2023
2023-7	Operator Scheduling Review Report	10/19/2023

Governance & Audit Completed Reviews & Audits

Report ID	Report Title	Date Reported
2023-8	Staffing, Hiring & Recruiting Review	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	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
2025-1	Driver's License & I-9 Compliance Review	4/10/2025
2025-2	Sexual Harrassment Training Review	4/10/2025
2025-3	Mail Service Procedure Review	4/10/2025
2025-4	Email Account Validation Review	4/10/2025
2025-5	Employee Termination Process Review	4/10/2025

RECOMMENDATION:

Receive the report.

Brian Atkinson
Deputy of Governance & Audit

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