

LYNX Audit C mmittee Agenda

Central Florida Regional Transportation Authority

455 N. Garland Ave.

2nd Floor Board Room

Orlando, FL 32801

Board Date: 10/25/2007

Time: 9:30 AM




As a courtesy to others, please silence all electronic devices during the meeting.

1. Call to Order

2. Approval of Minutes

-  Minutes from the September 27, 2007 Audit Committee meeting (Pgs 2-3)

3. Audit Agenda Items


- A.  Overview of the Chief Executive Officer Performance Review and Contract Extension (4)
- B.  Update on the Model Orlando Regionally Efficient Traveler Management Coordination Center (MORE-TMCC) (Pg 5)
- C.  Medicaid Funding Status (Pg 6)

4. Review of Board Package: 10/25/2007

- A. Review and discussion of Consent Agenda Items
- B. Review and discussion of Action Agenda Items

5. Information Items

(For Review Purposes Only - No action required)

- I.  LYNX Board of Directors 12-month rolling calendar of agenda items (Pgs 7-8)

LYNX
Central Florida Regional Transportation Authority
Audit Committee Meeting

PLACE: LYNX Central Station
455 N. Garland Avenue
Board Room, 2nd Floor
Orlando, FL 32801

DATE: September 27, 2007

TIME: 9:30 a.m.

Members in Attendance:

Seminole County Chair, Carlton Henley, Chair
Orange County Commissioner, Mildred Fernandez
Osceola County Commissioner, Bill Lane
FDOT, Frank Hicks
Roger Neiswender, City of Orlando

Absent:

FDOT District 5 Secretary, Noranne Downs

1. Call to Order

Chairman Carlton Henley called the meeting to order at approximately 9:40 a.m.

2. Approval of Minutes

Commissioner Lane moved to approve the revised minutes of the August 23, 2007 Audit Committee meeting. Mr. Neiswender seconded the motion. The motion passed unanimously.

3. Audit Agenda Items

a. LYNX Operations Center Project Update

Bert Francis, Chief Financial Officer, explained that a permanent Certificate of Occupancy should be issued by the beginning of October.

b. Update on Federal Grant – New Freedom Program (NFP) and Job Access and Reverse Commute (JARC) and Elderly and Disabled Transportation Program

Jennifer Stults, Deputy Chief of Planning introduced Sue Masselink, Manager of Human Services Planning. Ms. Masselink explained that two Federal Transit Administration (FTA) formula allocated programs were enacted in the Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). The first being the JARC program which provides funding for employment and employment related transportation for low-income individuals. The second, NFP, seeks to reduce barriers to transportation services and expand transportation options available to people with disabilities beyond the requirement of the Americans with Disabilities Act of 1990.

LYNX, as the designated recipient for these programs, has held a number of stakeholder meetings to develop the plan. The Community Connector Plan, which will serve as LYNX' Coordinated Public Transit-Human Services Transportation Plan (CHSTP), and the Project Management Plan, which documents LYNX' policies and procedures for administering the program, will be presented to the Board at the October meeting.

In early October, LYNX and METROPLAN Orlando will work together to issue a solicitation notice for the competitive project selection process. The competitive selection team will evaluate proposals in early November, and project recommendations will be submitted to the LYNX Board in December.

4. Review of Board Package

Consent Agenda mostly routine items. Consent item Bi (Authorization to execute renewal option with Public Risk Insurance Agency for renewal of Property, Liability, Excess Workers' compensation and Allied Insurance for FY 2007/2008) has been moved to an Action Agenda item. The quotes came in \$40,000 less than the quote that was in the original write-up.

Ms. Watson briefly explained the remaining Consent Agenda items.

Discussion ensued.

Ms. Watson then reviewed the Action Agenda items in the Board package. She noted that there is a blue sheet item the Authorization to initiate the Public Involvement Process for Link 33 Service Reduction in Seminole County.

The Audit Committee meeting concluded at 10:00 a.m.

Audit Committee Agenda Item #3.A

To: LYNX Board of Directors

From: Linda Watson
CHIEF EXECUTIVE OFFICER
Edward Johnson
(Technical Contact)

Presented By: Pat Christiansen, Legal Counsel, Akerman and Senterfitt

Phone: 407.841.2279 ext: 6017

Item Name: Overview of the Chief Executive Officer Performance Review and Contract Extension

Date: 10/25/2007

At the June 2004 Board of Directors meeting, the LYNX governing board selected Ms. Linda Watson as the agency's Chief Executive Officer (CEO). At the time of appointment the CEO was awarded a three year contract that included certain negotiated benefits and requirements for an annual performance and compensation review. Consistent with the employment agreement, earlier this summer the Chairman of the Board authorized General Counsel to coordinate with each Board member to initiate the Fiscal Year 2006 and Fiscal Year 2007 performance and compensation appraisals.

Mr. Pat Christiansen, Legal Counsel, will provide the Audit Committee an overview of the review process and discuss recommendations for a contract extension.

Audit Committee Agenda Item #3.B

To: LYNX Board of Directors

From: **Lisa Darnall**
Chief Operating Officer
Bert Francis
Chief Financial Officer
Jennifer Stults
(Technical Contact)

Phone: 407.841.2279 ext: 6036

Item Name: Update on the Model Orlando Regionally Efficient Traveler Management Coordination Center (MORE-TMCC)

Date: 10/25/2007

The uncertainty of LYNX moving forward with the CAD/AVL project could impact our current participation in the Model Orlando Regionally Efficient Traveler Management Coordination Center (MORE-TMCC) project as well as other projects. Staff will brief the Audit Committee and explain the implications of not moving forward with these and other Intelligent Transportation Systems (ITS) initiatives, as well as options for consideration.

Audit Committee Agenda Item #3.C

To: LYNX Board of Directors

From: Lisa Darnall
CHIEF OPERATING OFFICER
William Hearndon
(Technical Contact)

Presented By: Lisa Darnall, Chief Operations Officer

Phone: 407.841.2279 ext: 6036

Item Name: Medicaid Funding Status

Date: 10/25/2007

Lisa Darnall, LYNX Chief Operations Officer, will present proposed changes in Medicaid Non-Emergency Transportation funding.

Audit Committee Information Item #.I

To: LYNX Board of Directors

From: Linda Watson
CHIEF EXECUTIVE OFFICER
Edward Johnson
(Technical Contact)
Mark Forsyth
(Technical Contact)

Phone: 407.841.2279 ext: 6017

Item Name: LYNX Board of Directors 12-month rolling calendar of agenda items

Date: 10/25/2007

**LYNX Board of Directors
12-month Rolling Calendar of Agenda Items
October 2007**

November 2007

No Board Meeting in November

December 2007

- Authorization to submit annual appropriations grant to FTA
- Authorization to submit grant applications to FDOT for rural transportation services
- Authorization to execute agreement with the CTD for non-emergency Medicaid transportation
- Authorization to award a contract for bus shelter advertising
- Authorization to submit FTA Annual Certifications

January 2008

- Review staff recommendations for FY09 legislative priorities
- Update on Supervisor Union contract negotiations (Executive Session)
- Adoption of the FY2008 independent audit
- Authorization to issue an RFP for security guard services

February 2008

- Adoption of FY09 legislative priorities

March 2008

- Authorization to submit IFB for vehicle filters

- Authorization to accept year-end financial audit
- Authorization to issue an IFB for solid waste disposal at the LOC, LCS and SST facilities

April 2008

- Authorization to issue IFB for record storage
- Authorization to award contract for security guard services

May 2008

- Work Session on Transit Development Plan (TDP)
- Authorization to submit FDOT Service Development Grant Application

June 2008

- Preliminary discussion on the development of the FY2009 Operating and Capital Budget
- Adoption of the updated Transit Development Plan (TDP)
- Authorization to execute a Transportation Disadvantaged Trip Grant Agreement
- Authorization to execute a Rural Capital Assistance Grant Agreement
- Approve Transportation Regional Incentive Program Grant

July 2008

- Authorization to dispose of fixed assets

August 2008

- Approval of LYNX' DBE goal
- Authorization to submit TRIP fund applications to FDOT

September 2008

- Authorization to execute local funding agreements
- Annual Board of Directors' selection of officers
- Adoption of the Title VI Program
- Authorization to execute agreement between LYNX and Voltran for the Link 200

October 2008

- Acceptance of the Chief Executive Officer's (CEO) annual appraisal