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Executive Director

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# PORT OF OAKLAND

## BOARD OF PORT COMMISSIONERS

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## AGENDA

### Regular Meeting of the Audit Committee

October 16, 2014 – 9:00 a.m.

Board Room – 2<sup>nd</sup> Floor

#### ROLL CALL

Commissioner **Hamlin** (Chair), Commissioner **Parker** and Commissioner **Uno**

#### 1. CLOSED SESSION

*Closed Session discussions and materials may not be disclosed to a person not entitled to receive it, unless the Audit Committee authorizes disclosure of that confidential information.*

#### ROLL CALL/OPEN SESSION (Approximately 9:00 a.m.)

Commissioner **Hamlin** (Chair), Commissioner **Parker** and Commissioner **Uno**

#### CLOSED SESSION REPORT

*The Port Attorney or Board Secretary will report on any final actions taken in Closed Session.*

#### 2. FINANCIAL REPORTING

*This section of the meeting is reserved for action or discussion related to financial reporting matters and may include independent auditors.*

- 2.1 FY 2014 Audit Update** (External Auditor - E. Ma)
- Discussion Only

- 2.2 Extension of External Auditor Contract for One Year** (Finance - J. Lam)
- Discussion and Motion to Move to Full Board

### **3. INTERNAL CONTROLS**

*This section of the meeting is reserved for action or discussion related to internal control matters. Internal controls consist mainly of systematic measures instituted by an organization to safeguard its assets and to provide reasonable assurance on the reliability and accuracy of financial information, proper compliance with laws and regulations, and effective and efficient operations.*

#### **3.1 Process Changes - Accounts Payable (Finance - J. Lam)**

- Discussion Only

#### **3.2 FY 2015 Internal Audit Plan (Internal Audit - A. Atienza)**

- Discussion Only

### **4. ADMINISTRATION**

*This section of the meeting is reserved for action or discussion related to administrative matters, including scheduling items for future Agendas and/or scheduling Special Meetings, and for reporting noteworthy events occurring since the last Audit Committee meeting.*

### **OPEN FORUM**

*The Audit Committee will receive public comment on non-agenda items during this time. Please fill out a speaker card and present it to the Secretary of the Committee.*

### **ADJOURNMENT**

The next Regular Meeting of the Audit Committee will be held on February 19, 2015.

# PUBLIC PARTICIPATION

## To Speak on an Agenda Item

You may speak on any item appearing on the Agenda. Please fill out a Speaker's Card and give it to the Board Secretary ***before the start of the meeting*** or immediately after conclusion of Closed Session. Cards received after the start of the meeting will be treated as a single request to speak in Open Forum. All speakers will be allotted a minimum of one minute.

## To Receive Agendas & Related Materials

Should you have questions or concerns regarding this Agenda, or wish to review any of the Agenda Related Materials, please contact the Board Secretary, John Betterton, at: (510) 627-1696, or visit our web page at: [www.portoakland.com](http://www.portoakland.com)

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## Disability Related Modifications

Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the meeting, may submit a written request, electronic request, or telephone request [via the California Relay Service (telephone) for the hearing impaired at (800) 735-2922], to the Secretary of the Board ***no later than five working days*** prior to the scheduled meeting date.

John Betterton, Secretary of the Board  
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## Language & Interpretive Services

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## Scented Products

Please refrain from wearing scented products to this meeting so attendees who experience chemical sensitivities may attend.

## **Commissioner's Statement of Intention**

We are a governing Board whose authority lies with the entirety of the Board.

We govern in accordance with our fiduciary duty to the Port of Oakland.

We conduct ourselves with clarity and transparency, grounded in the principles of integrity, trust and respect.

We reach our decisions through candid, open and deliberative debate and hold both staff and ourselves accountable for implementing them.