PERFORMANCE OVERSIGHT COMMITTEE MEETING
September 19, 2019

The meeting was called to order at 9:00 a.m. in Port Authority's Neal H. Holmes Board Room located on the fifth floor of the Heinz 57 Center with the following in attendance:

Board Committee Members	Other Board Members
Michelle Zmijanac, Chair	John Tague
Jen Liptak	Ann Ogoreuc
Jeff Letwin	

1. Approval of Minutes:

   The Committee approved the minutes from the July 28, 2019 Performance Oversight Committee meeting.

2. Proposed Resolutions:

   There were three resolutions reviewed by the Performance Oversight Committee.

   The Committee first reviewed four procurement items and determined the bids to be in accordance with the Authority's procurement policies and procedures, the prices to be fair and reasonable, the bidders to be responsible and the bids responsive.

   The Performance Oversight Committee agreed to recommend for award the four items listed in the resolution for the total amount of approximately $2.2 million dollars.

   The next resolution discussed at the meeting seeks authorization to Extend and Amend Agreements for Financial Advisory Service.

   Mr. Schenk reported that in October 2015, the Board authorized the award of agreements to PFM Financial Advisors LLC and Public Resources Advisory Group to provide financial advisory services for an initial term of three years for a total not-to-exceed amount of $500,000. The agreements also contain two option years that can be exercised at the sole discretion of the Authority.

   In September 2018, the Board authorized to exercise the first option year, extending the term of the agreements until October 31, 2019.

   As the services performed by both firms continue to be in compliance with the agreements, the Performance Oversight Committee agreed to recommend exercising the second option year to extend the term of the agreements to October 31, 2020, with no increase in the previously authorized total not-to-exceed amount of the agreements.

Approved

The final resolution discussed at the meeting seeks Authorization to Extend and Amend Agreements for Medical and Vocational Case Management Services.

Mr. Cetra reported that in December 2016, the Board authorized the award of agreements to Genex Services, Disability Care Management Professionals, Allegiant Managed Care and Wellco Rehab to provide management and vocational case management services for an initial term of three years for a total not-to-exceed amount of $300,000. The agreements also contain two option years that can be exercised by the Authority in its sole discretion.

As the initial three-year term of agreements expires on November 30, 2019, the Performance Oversight Committee agreed to recommend extending the term of the agreements with Genex Services, Disability Care Management Professionals and Allegiant Managed Care through November 30, 2020, with no increase to the previously authorized total-not-to-exceed amount.

Mr. Cetra pointed out that Wellco Rehab has advised that it no longer can provide the needed services.

3. Audit of the FY 2019 Physical Inventory

Ms. Maria Nickerson, Director of Internal Audit, presented the Audit of the FY 2019 Physical Inventory. The opinion of the audit was that the internal controls associated with Port Authority's FY 2019 Annual Inventory are effective and the processes are generally adequate.

4. Financial Report:

At the meeting, Chief Financial Officer, Peter Schenk, reported that for the month of August 2019, Total Operating Income was $525,758 below budget, however, year-to-date Total Operating Income is above budget due to higher interest income.

Total Expenses for the month of August are $1.9 million under budget, and year-to-date expenses are under budget by $7.9 million. Lower expenses for Purchased Services and Other Expenses are the primary contributors.

Total Subsidies are $11.6 million ahead of budget from a year-to-date perspective as the Authority received certain state operating assistance earlier than anticipated. This will normalize by fiscal year-end.

With no further business, the meeting was adjourned.

Approved