

1. BET Audit Comm. Meeting Documents

Documents:

[APPROVED_BET_AUDIT_COMM_MEETING_MINUTES_02-07-07.PDF](#)
[BET_AUDIT_COMM_MEETING_AGENDA_02-07-07.PDF](#)

Audit Committee Minutes
February 7, 2007

Approved
3-8-07

Attending: Bob Stone, Chairman, Leslie Tarkington, Larry Simon, Jim Himes, Board of Estimate and Taxation (BET) members, Peter Mynarski, Jr., Comptroller, and Chris DeMeo, Dir., Risk Management.

Meeting was called to order at 8:05 AM.

The following items were discussed:

1. Concerning the Town's Purchasing Process, "The Committee resolved to transmit the initial draft *vendor information and non collusive affidavit* pages to the Legal Dept. for review, and subsequent to such review, agreed to discuss such pages with relevant departments". A general process which would require the documentation being completed by all vendors concerning *contracts of \$250,000 or more and* involving the Risk Manager in an advisory role for vendors checking the "yes" box in item #10 on the *vendor information* form. Following review by the Town Attorney, various departments will be asked for their input on the process as well as the documents.

2. Update re analysis of accident reports concerning Town-Owned Vehicles.

The Risk Manager reported that no new information was available as Fleet Director has been on vacation.

3. A motion made by Mr. Stone seconded by Mrs. Tarkington to move to Executive Session concerning a personnel matter, approved 4-0. Executive session from 9:50 Am to 10:15AM. (Present at Executive Session Mr. Stone, Mrs. Tarkington, Mr. Simon, Mr. Himes and Mary Jo Iannuccilli, Human Resources Department)

4. Discuss requirements for and issuance of RFP for engagement of independent auditor.

Motion made by Mr. Simon seconded by Mrs. Tarkington, and approved 4 -0, to require \$5M Umbrella and \$5M Professional Liability insurance in RFP in addition to the other standard TOG insurance requirements.

5. Review and consider for approval of minutes of 1/11/07:

Motion made by Mrs. Tarkington, seconded by Mr. Himes to approve above minutes and approved 4 -0.

And 1/17/07 minutes: Motion made by Mrs. Tarkington, seconded by Mr. Himes to approve above minutes 3-0 with Mr. Simon abstaining.

Meeting adjourned at 10:35 AM after motion made by Mr. Simon and seconded by Mrs. Tarkington was approved 4-0.

Respectfully submitted,

Chris DeMeo
Dir., Risk Management

AUDIT COMMITTEE MEETING AGENDA

Wednesday, February 7, 2007

Mazza Room, 8:00 a.m.

1. Concerning process followed by Town in awarding contracts, review draft questionnaire and other documentation as well as reach agreement on suggested changes to acceptable “bidder/contractor” criteria prior to submission to Town Attorney.
2. Update re analysis of accident reports concerning Town-Owned Vehicles.
3. Discuss requirements for and issuance of RFP for engagement of independent auditor.
4. Review and consider for approval the minutes of 1/11/07 and 1/17/07 Committee meetings.
5. Consideration of changes to Internal Audit Plan.
6. Consideration of any other business that, in the Committee’s judgment, should be discussed.