

1. BET Audit Comm. Meeting Agenda

Documents:

[BET\\_AUDIT\\_COMM\\_MEETING\\_AGENDA\\_04-14-20.PDF](#)

2. REVISED BET Audit Comm. Webinar Agenda

Documents:

[REVISED\\_BET\\_AUDIT\\_COMM\\_WEBINAR\\_AGENDA\\_04-14-20.PDF](#)

3. BET Audit Comm. Webinar Packet

Documents:

[BET\\_AUDIT\\_COMM\\_WEBINAR\\_PACKET\\_04-14-20.PDF](#)

4. SUB TO APP BE Audit Comm. Webinar Minutes

Documents:

[SUB\\_TO\\_APP\\_BET\\_AUDIT\\_COMM\\_WEBINAR\\_MINUTES\\_04-14-20.PDF](#)

5. APPROVED BET Audit Comm. Webinar Minutes

Documents:

[APPROVED\\_BET\\_AUDIT\\_COMM\\_WEBINAR\\_MINUTES\\_04-14-20.PDF](#)



**TOWN OF GREENWICH  
BOARD OF ESTIMATE & TAXATION**

**AUDIT COMMITTEE VIRTUAL MEETING  
Tuesday, April 14, 2020 – 8:30 A.M.**

**AGENDA**

Join Zoom Meeting

<https://zoom.us/j/182204582?pwd=dkZWUnlCV0Y3SWZiU1VUODk3a3BGdz09>

Meeting ID: 182 204 582

Password: 997967

One tap mobile +16465189805,182204582# US

Dial by your location +1 646 518 9805 US

Meeting ID: 182 204 582

Password: 997967

1. Approval of the BET Audit Committee Meeting Minutes of March 11, 2020
2. Internal Audit
  - Update on the Internal Audit Position
3. Risk Management
  - Discussion regarding insurance coverage issues - COVID19
  - Discussion regarding FEMA Reimbursement Debriefings – COVID19
4. Old Business
  - Contract with Blum Shapiro for Internal Audit Services:
  - Cyber Security Discuss
5. Items for future BET Audit Committee Meetings
6. Executive Session
  - Cyber Security Updates
7. Adjournment

*The Town complies with all applicable federal and state laws regarding non-discrimination, equal opportunity, affirmative action, and providing reasonable accommodations for persons with disabilities. If you require an accommodation to participate, please contact the Commissioner of Human Services at 203-622-3800 or [alan.barry@greenwichct.org](mailto:alan.barry@greenwichct.org) as soon as possible in advance of the event.*



**TOWN OF GREENWICH  
BOARD OF ESTIMATE & TAXATION**

**AUDIT COMMITTEE VIRTUAL WEBINAR  
Tuesday, April 14, 2020 – 8:30 A.M.**

**AGENDA**

Join Zoom webinar

<https://zoom.us/j/628258365?pwd=UENTSzZdOaEhzUzINemNacFJnTFhLdz09>

Password: 862049

Or Telephone: Dial: [1 646 518 9805](tel:16465189805)

Webinar ID: 628 258 365

Password: 862049

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**TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION  
AUDIT COMMITTEE MEETING MINUTES**

Wednesday, March 11, 2020  
Evaristo Conference Room, Town Hall

Present

Committee: William Drake, Chairman; Andreas Duus, Laura Erickson, David Weisbrod

Staff: Peter Mynarski, Comptroller; Megan Zanesky, Esq., Risk Manager

BET: Michael Mason, BET Chairman; Karen Fassuliotis, Elizabeth K. Krumeich, Miriam Kreuzer, Jeffrey S. Ramer, Leslie Tarkington

Public: Ronni Rausch, Arthur J. Gallagher & Co.

The meeting was called to order at 10:33 A.M.

**1. Acceptance of the BET Audit Committee Meeting Minutes**

Upon a motion by Ms. Erickson, seconded by Mr. Duus, the Committee voted 4-0-0 to accept the Minutes of the BET Audit Committee Regular Meeting of January 24, 2020. Motion carried.

Upon a motion by Ms. Erickson, seconded by Mr. Duus, the Committee voted 4-0-0 to accept the Minutes of the BET Audit Committee Regular Meeting of February 18, 2020. Motion carried.

**2. Internal Audit**

• **Update on the Internal Audit Position**

Comptroller Mynarski commented that 20 applications had been received as a result of the posting of the updated Internal Auditor job description recruitment. Mr. Mynarski and Ms. Mahoney will interview 3-4 applicants this week, and a second round of interviews will be scheduled to which Audit Committee members will be invited to attend.

**3. Risk Management Overview**

• **Insurance Renewal Presentation by Ronni Rausch, Gallagher & Company**

Ms. Rausch distributed materials related to the Town annual insurance policies to be renewed for July 1, 2020. She cautioned that prior to marketing Greenwich's portfolio, carriers were indicating that premiums would be increasing, and in the case of Greenwich property coverage, it could be as much as 20% over the previous year. In the discussion that followed, the Committee and other BET Members inquired about looking into various options with respect to the Public Entity Casualty and General Liability lines.

Andy Duus asked if the Town's 10-year claims history would be a negotiating advantage, and Chairman Drake was pleased to hear that Gallagher communicates frequently with the Risk Manager during the marketing process.

- **Update on CHUBB Property Safety Inspection**

The Risk Manager, Ms. Zanesky, reported that CHUBB inspectors had toured Greenwich High School and Grass Island on February 14, 2020 and that she and a CHUBB inspector, along with property specialists from Gallagher & Co toured The Nathaniel Witherell on February 27, 2020. No immediate issues or concerns were identified. CHUBB mentioned the possibility of installation of water sensors at the high school through a vendor they contract with and indicated it could result in a possible property insurance premium reduction.

- **Update on GHS PAC water damage claims subrogation**

Ms. Zanesky advised the Committee of CHUBB's decision not to pursue a subrogation action to recover damages from contractors and manufacturers involved with the GHS/MISA water damage claims. The Committee discussed whether to pursue recovery of the cost of coupling-part replacement throughout GHS and insurance deductibles.

#### **4. Old Business**

- **Contract with Blum Shapiro for Internal Audit Services**

Ms. Zanesky commented that a meeting would take place with Mr. O'Keefe, GPS CFO, next week to begin the School Lunch Program internal audit. The School Activity Fund is scheduled for the second internal audit, followed by the Holly Hill Transfer Station.

Mr. Weisbrod suggested that the scope of the Transfer Station audit be reviewed.

Upon a motion by Mr. Weisbrod, seconded by Mr. Duus, the Committee voted 3-0-1 (Abstain: Erickson) that before the Transfer Station audit, the Audit Committee should review the scope of work. Motion carried.

Mr. Mynarski will circulate the previous December 2008 Holly Hill Transfer Station Audit to the Committee prior to the next full BET meeting.

- **Cyber Security Discussion**

Ms. Zanesky reported on the recent CT Army National Guard sponsored Cyber Nutmeg Cyber Security training event and shared the range of attendee professions and a summary of suggested practices being implemented that are very similar to what TOG has already or is working to put into place. The five major cyber initiatives each municipality should be implementing are: 1) Risk Assessments; 2) Education & Training of Users; 3) Incident Response Plans; 4) Business Continuity Plans and 5) Multi Factor Authentication/Complex Password implementation. The amount of the Town's FY21 Budget to be invested in Cyber Security and the governance (reporting structure) were discussed.

Upon a motion by Mr. Weisbrod, seconded by Mr. Duus, to request that the governance responsibility for a Cyber Security CISO be defined as reporting to the First Selectman, the Superintendent of Schools and the Executive Director of the Library in their respective domains. The Committee voted 1-1-2 (Opposed: Drake, Abstain: Duus, Erickson) Motion failed.

#### **6. Items for future BET Audit Committee Meetings**

- Discussion of Holly Hill Transfer Station audit's scope of work
- Cyber Security Governance structure

**7. Adjournment**

The Committee unanimously voted to adjourn the Meeting at 12:30 P.M.  
Motion carried.

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Catherine Sidor, Recording Secretary

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William Drake, Audit Committee Chairman

**Schedule of 2020 Audit Committee Meetings**

April 14, 2020 (Tuesday) – Gisborne Conference Room 1<sup>st</sup> Floor

May 5, 2020 (Tuesday) - Gisborne Conference Room, 1<sup>st</sup> Floor

June 4, 2020 (Thursday) - Gisborne Conference Room, 1<sup>st</sup> Floor

July 9, 2020 (Thursday) - Gisborne Conference Room, 1<sup>st</sup> Floor

August (no meeting)

September 10, 2020 (Thursday) - Gisborne Conference Room, 1<sup>st</sup> Floor

October 9, 2020 (Friday) - Gisborne Conference Room, 1<sup>st</sup> Floor

November 5, 2020 (Thursday) – Gisborne Conference Room 3<sup>rd</sup> Floor

December 17, 2020 (Thursday) - Gisborne Conference Room, 1<sup>st</sup> Floor

SUBJECT TO APPROVAL

**TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION**

**AUDIT COMMITTEE WEBINAR MINUTES**

Tuesday, April 14, 2020  
Zoom Webinar Virtual Meeting

Present

Committee: William Drake, Chairman; Andreas Duus, Laura Erickson, David Weisbrod

Staff: Jenny Larkin, Information Technology (IT) Department (DEPT); Craig Jones (IT); Peter Mynarski, Comptroller; Megan Zanesky, Esq., Risk Manager

BET: Michael Mason, Debra Hess, Jeffrey S. Ramer, Karen Fassuliotis, Leslie Moriarty

The meeting was called to order at 8:30 A.M.

**1. Acceptance of the BET Audit Committee Meeting Minutes**

Upon a motion by Ms. Erickson, seconded by Mr. Weisbrod, the Committee voted 4-0-0 to accept the Minutes of the BET Audit Committee Regular Meeting of March 11, 2020. Motion carried.

**2. Internal Audit**

• **Update on the Internal Audit Position**

Comptroller Mynarski commented that two members of the Audit Committee, Mr. Duus and Mr. Weisbrod will participate during the interviews of the three finalists for the Internal Auditor position next week. The Interview Committee will include Ms. Pepe, Director Human Resources (HR Dept.), Mr. Mynarski, Comptroller and Ms. Mahoney (Assistant HR Director).

**3. Risk Management Overview**

• **Discussion regarding insurance coverage issues – COVID 19**

The Risk Manager, Ms. Zanesky, related details of a recent discussion with Ms. Rausch of A.J. Gallagher & Co. about both upcoming policy renewals and which policies might be applicable to losses during the Coronavirus pandemic. She was advised that property carriers plan to deny claims related to COVID19 and the Coronavirus as there is no “trigger” to the policies. There are no known named exclusions within the Town’s policy, however, FEMA and other agencies may be the best route for recovery. Ms. Zanesky remarked that she had made inquiries to colleagues in neighboring towns and, as President of the local chapter of Public Risk Management Association (PRIMA), is collecting information to learn what options colleagues were pursuing.

• **Discussion regarding FEMA Reimbursement Debriefings – COVID 19**

The Committee asked Ms. Zanesky about various types of damage the Town was experiencing that might be reimbursed through FEMA. She explained that loss of revenue due to business interruption or program cancellation; additional expenses incurred by departments such as Parks & Recreation, Health, Human Services and the Board of Education for cleaning, distance learning and other expenses. All Town Departments are



tracking expenses incurred due to the Coronavirus (COVID19) pandemic in special assigned MUNIS accounts and coding systems for future FEMA and other federal and/or state agency reimbursements. Ms. Zanesky was asked to look into separate business interruption insurance policies for the Town.

#### 4. **Old Business**

- **Contract with Blum Shapiro for Internal Audit Services**

Mr. Mynarski updated the Committee on the challenges encountered launching Blum Shapiro Internal Audit Services. The initial two scheduled audits are the Greenwich Public Schools (GPS) Lunch Program and the Student Activity Fund. The closure of schools early in March hindered site inspections and staff interviews; these two audits will be rescheduled. Of the remaining three planned audits (Holly Hill Transfer Station, Dorothy Hamill Skating Rink and Town Marinas), Mr. Mynarski agreed to follow-up with the Office of the First Selectman (OFS) to learn whether a site inspection and outdoor interviews could be undertaken at the Transfer Station. The Committee reviewed the advantages and disadvantages of three options: beginning the three audits before a new staff Internal Auditor was hired, after hiring the new staff Internal Auditor, or cancelling the contract. Mr. Mynarski explained that the \$98 thousand fee was a FY20 expenditure and therefore would be encumbered. Candidates with municipal and internal audit experience were sought. Mr. Weisbrod noted that the Committee had voted to clarify the scope of the Transfer Station audit at the previous meeting.

#### 5. **Items for future BET Audit Committee Meetings**

- Discussion of Holly Hill Transfer Station audit scope of work
- Discussion of possible efficiencies and economies when the Blum Shapiro contract is activated

#### 6. **Executive Session** – Discussion of Cyber Security Updates

The Committee voted unanimously to enter Executive Session at 9:13 A.M.

The Committee voted unanimously to exit Executive Session at 9:40 A.M.

#### 7. **Adjournment**

Upon a motion by Mr. Duus, seconded by Mr. Drake, the Committee 4-0-0 to adjourn the Meeting at 9:45 A.M. Motion carried.

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Catherine Sidor, Recording Secretary

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William Drake, Audit Committee Chairman

#### **Schedule of 2020 Audit Committee Meetings**

May 5, 2020 (Tuesday) – Possible Virtual Meeting

June 4, 2020 (Thursday) - Gisborne Conference Room, 1<sup>st</sup> Floor

July 9, 2020 (Thursday) - Gisborne Conference Room, 1<sup>st</sup> Floor  
August (no meeting)  
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**AUDIT COMMITTEE WEBINAR MINUTES**

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Zoom Webinar Virtual Meeting

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#### 6. Executive Session – Discussion of Cyber Security Updates

The Committee voted unanimously to enter Executive Session at 9:13 A.M.

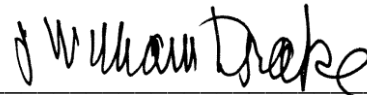
The Committee voted unanimously to exit Executive Session at 9:40 A.M.

#### 7. Adjournment

Upon a motion by Mr. Duus, seconded by Mr. Drake, the Committee 4-0-0 to adjourn the Meeting at 9:45 A.M. Motion carried.



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Catherine Sidor, Recording Secretary



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William Drake, Audit Committee Chairman

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