

1. AMENDED AGENDA_BET Audit Comm. Meeting Agenda 09-12-2023

Documents:

[AMENDED AGENDA_BET AUDIT COMM MEETING AGENDA 09-12-2023.PDF](#)

1.I. BET Audit Comm. Meeting Agenda 09-12-2023

Documents:

[BET AUDIT COMM MEETING AGENDA 09-12-2023.PDF](#)

1.II. SUB_TO_APP_BET Audit Comm. Meeting Minutes_07-13-2023

Documents:

[SUB_TO_APP_BET AUDIT COMM MEETING MINUTES_07-13-2023.PDF](#)

2. SUB_TO_APP_BET Audit Comm. Meeting Minutes_09-12-2023

Documents:

[SUB_TO_APP_BET AUDIT COMM MEETING MINUTES_09-12-2023.PDF](#)



**TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION
AUDIT COMMITTEE MEETING**

**Tuesday, September 12, 2023, 9:00 A.M.
TOWN HALL MEETING ROOM**

AMENDED AGENDA

1. Approval of the BET Audit Committee Meeting Minutes of July 13, 2023
2. Internal Audit
 - Capital Projects Audit – Review and Acceptance of Report
 - Capital Projects Operational Assessment Final Report – February 2019 Discussion Item
 - Medicare/Medicaid Cost Reporting Internal Controls Assessment Services – Review and Acceptance of Report
 - Medicaid Rate Recoupment Discussion
 - The Nathaniel Witherell Payroll Audit – Review and Acceptance of Report
3. Risk Management
 - Insurance Broker Request for Proposal (RFP) Update
4. Old Business
 - The Nathaniel Witherell (TNW) Lessons Learned Write-Up – First Read
 - TNW Report regarding status of FY2023 write off and progress on outsourcing billing and financial management.
5. New Business
 - None
6. Items for future BET Audit Committee Meetings
 - None
7. Possible Executive Session to discuss The Nathaniel Witherell (TNW)
8. 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 Demetria.Nelson@greenwichct.org as soon as possible in advance of the event.



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

AUDIT COMMITTEE MEETING

**Tuesday, September 12, 2023, 9:00 A.M.
Cone Room**

AGENDA

1. Approval of the BET Audit Committee Meeting Minutes of July 13, 2023
2. Internal Audit
 - Capital Projects Audit – Review and Acceptance of Report
 - Capital Projects Operational Assessment Final Report – February 2019 Discussion Item
 - Medicare/Medicaid Cost Reporting Internal Controls Assessment Services – Review and Acceptance of Report
 - Medicaid Rate Recoupment Discussion
 - The Nathaniel Witherell Payroll Audit – Review and Acceptance of Report
3. Risk Management
 - Insurance Broker Request for Proposal (RFP) Update
4. Old Business
 - The Nathaniel Witherell (TNW) Lessons Learned Write-Up – First Read
 - TNW Report regarding status of FY2023 write off and progress on outsourcing billing and financial management.
5. New Business
 - None
6. Items for future BET Audit Committee Meetings
 - None
7. Executive Session – None
8. Adjournment



**TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
AUDIT COMMITTEE MEETING MINUTES
Thursday, July 13, 2023
Cone Room**

Present

Committee: Harry Fisher, Chairman; William Drake, Jeffrey S. Ramer, David Weisbrod

Staff: Megan Damato, Director of Risk Management; Joan Lynch, Assistant to Treasurer; Peter Mynarski, Comptroller; Maureen Tracy, Chief Accountant

BET: Nisha Arora, Karen Fassuliotis, Miriam Kreuzer, Dan Ozizmir, Leslie Tarkington

TNW: Brad Markowitz, Board Chair; Nisha Hurst, Board Member

Guest: Scott Bassett, RSM US LLP; Andy Blye, Greenwich Time; Melissa Quinn, RSM US LLP; Ronni Rausch, Senior Vice President, Gallagher & Co.

Committee Chair Fisher called the meeting to order at 9:00 A.M.

1. Approval of the BET Audit Committee Meeting Minutes of June 7, 2023

Upon a motion by Mr. Ramer, seconded by Mr. Drake, the Committee voted 4-0-0 to approve the minutes of the June 7, 2023 BET Audit Committee meeting. Motion carried.

2. Internal Audit

• **Update on Draft Capital Projects Audit Report**

Mr. Mynarski reported that the Capital Projects Audit is in draft form and it received a "satisfactory" rating. He told the Committee that the affected departments are working on the responses and the report will be presented at the September Audit Committee meeting.

• **Update on other Outsourced Internal Audits**

Mr. Mynarski stated that the Nathaniel Witherell payroll audit is ongoing and is expected to be finished and presented at the September Audit Committee meeting. He added that the Greenwich Public School (GPS) Payroll audit is also ongoing. He said that the GPS Payroll audit is more difficult because they are experiencing problems with staff turnover. He concluded by stating that the Nathaniel Witherell Medicare and Medicaid audit should be completed by September.

3. Risk Management

Ronni Rausch of Arthur J. Gallagher & Co., the Town's insurance broker, reported on the insurance renewals for the Town and Greenwich Public Schools.

Overall, the outcome on renewals was highly successful, with premiums coming in just under budget. One major change was with the named wind storm limits under the property program with CHUBB. Previously the limits were full policy limits of approximately \$350M,

however, CHUBB reduced the limit to \$30M. Another \$20M was purchased with several carriers to bring the Town's current named wind storm limits to \$50M. The committee was reminded that if it is a named storm, FEMA will also be providing assistance to municipalities impacted.

Jeff Ramer inquired about the possibility of decreasing the number of carriers in the casualty tower, however, Ms. Rausch indicated that there is no longer the capacity in the market to increase limits in each of the layers of the tower.

David Weisbrod requested that the discussion be had again (as was had several years ago) surrounding the possibility of a captive program for the Town. Ms. Rausch will notify the appropriate individuals at Gallagher and request a meeting to discuss again further.

While the cyber liability policy does not renew until December 2023, Jeff Ramer inquired whether the insurance broker and insurance carriers are aware of all of the efforts the Town and Greenwich Public Schools are putting forth in the cyber security program in place. Ms. Damato indicated that all information is shared with the specialist that places the cyber liability insurance as well as with the insurance carriers.

4. Old Business

- Mr. Mynarski introduced the RSM principals who conducted the annual audit and stated that implementation of GASB 87 Leases and problems at Nathaniel Witherell with accounts receivable delayed the completion of the audit. RSM's Scott Bassett and Melissa Quinn presented their findings. A motion was made by Mr. Drake, seconded by Mr. Ramer, to accept the Annual Comprehensive Financial Report (ACFR), State and Federal Single Audit & Management Letter ending June 30, 2022. The vote was 4-0-0 and the motion carried. The matter will be referred to the full BET for their vote of acceptance.
- Mr. Fisher reported that the Nathaniel Witherell (TNW) Lessons Learned Write-Up is currently being reviewed by the Human Resources and Law Departments.

5. New Business – None discussed

6. Executive Session – No Executive Session was held.

7. Adjournment

Upon a motion by Mr. Weisbrod, seconded by Mr. Drake, the Committee voted 4-0 to adjourn the meeting at 11:13 A.M. Motion carried.

Respectfully submitted,

Shira Davis, Recording Secretary

Henry J. Fisher II, Chairman, Audit Committee

SUBJECT TO APPROVAL



**TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
AUDIT COMMITTEE MEETING MINUTES
Tuesday, September 12, 2023
Town Hall Meeting Room**

Present

Committee: Harry Fisher, Chairman; William Drake (absent), Jeffrey S. Ramer, David Weisbrod

Staff: Megan Damato, Director of Risk Management; Peter Mynarski, Comptroller

BET: Laura Erickson, Karen Fassuliotis, Miriam Kreuzer, Leslie Moriarty, Dan Ozizmir, Leslie Tarkington

Guest: Brad Markowitz, The Nathaniel Witherell (TNW) Board Chairman (via telephonic call-in), Nisha Hurst, TNW Board Member, Joan Lynch, TNW Director of Financial Operations, John Mastronardi, TNW Executive Director, Jeff Ziplow, CliftonLarsonAllen (CLA) Principal, Aaron Perillo, CLA Senior Auditor, Blaize Levitan, Greenwich Public Schools (GPS), Chief Operations Officer, Amy Siebert, Commissioner of the Department of Public Works, Lucia Jansen, RTM District 7

Committee Chair Fisher called the meeting to order at 9:04 A.M.

1. Approval of the BET Audit Committee Meeting Minutes of July 13, 2023

Upon a motion by Mr. Weisbrod, seconded by Mr. Ramer, the Committee voted 3-0-0 (Drake absent) to approve the minutes of the July 13, 2023 BET Audit Committee meeting. Motion carried.

2. Internal Audit

• Capital Projects Audit – Review and Acceptance of Report

Ms. Siebert and Mr. Levitan appeared in collaboration to discuss the results of the Capital Projects Audit Report. The audit dealt with five (5) selected capital projects; three GPS audits and two Town audits. They commented on recommendations cited in the audit. Ms. Erickson asked if she could include her suggested edits to be included in the report. It was agreed to include the edits detailed by Ms. Erickson and as a result a vote to accept the report was deferred until the October 2023 Audit Committee meeting whereas the amended report would be reintroduced for acceptance.

• Capital Projects Operational Assessment Final Report – February 2019 Discussion Item

The Capital Projects Operational Assessment Report was performed by the accounting firm of blumshapiro and released in February 2019. Mr. Fisher scheduled this item for discussion

purposes and included the report to determine if the previous recommendations had been implemented. Since the report was an assessment of GPS Capital Projects, Mr. Levitan updated the Committee on the progress being made since the release of the report. He qualified his remarks by stating that he was not a member of the GPS system during the review. During the update, both Ms. Siebert and Mr. Levitan detailed how they independently work with their respective software systems relative to capital projects monitoring and reporting. Basically, both the Town and GPS use Excel spreadsheets and Munis software for financial tracking of capital projects. There was an extended discussion regarding the utilization of asset management and project management software relative to project tracking and monitoring. The auditors felt that a project management software tool should provide the functionality that can keep the GPS management, the Town, BET and project committees better informed of the detailed capital project's financial and overall information. In addition, the audit recommended transitioning the Capital Improvement Plan into an Asset Management System. Both Ms. Siebert and Mr. Levitan both said they concur with the auditor's recommendations and stressed that they are continually striving to stay abreast of the most advanced software products available to help them manage their respective capital project programs.

In several instances, BET members contrasted the staffing levels between the Town and GPS. Mr. Levitan agreed that staffing is less at the GPS but stated they do have adequate access to outside resources, in terms of consultants, to ensure their capital projects are being planned, managed and completed as best as possible. Mr. Levitan commented that GPS may not have adequate staff for management of its assets and the chair suggested that be reviewed during the upcoming budget process.

- **Medicare/Medicaid Cost Reporting Internal Controls assessment services – Review and acceptance of Report**

CLA Principal Jeff Ziplow methodically went through a timeline related to the 2022 cost report preparation and submission process for TNW. He reported that the December 31, 2022 deadline was missed which prompted this report. His report listed concerns and recommendations to ensure the process was dramatically improved. The report basically stated shortcomings in the process were attributed to high turnover at TNW.

There were a number of suggested edits to the report. As a result, CLA will amend the report to include the edits and the report will be reintroduced for acceptance at the October 2023 Audit Committee Meeting.

- **Medicaid Rate Recoupment Discussion**

Ms. Lynch gave the Committee an update on the status of monies being recouped by the State of Connecticut for Covid 19 purposes to TNW union members during 2022 and 2023. The State contended that the Covid monies were not applied properly and were being recouped. She reported that for the year 2022, the State was requesting \$334,837 to be paid back. She added that TNW failed to appeal in a timely manner to the State in an attempt to prevent the recoupment of the monies. She further added that for 2023, the State was attempting to recoup an additional amount of approximately \$252,000. She said that this recoupment was being appealed.

Mr. Mastronardi re-joined in the discussions and indicated that the original appeal for the \$334,837 was stopped by him. It was concluded that an additional attempt will be made by TNW to pursue appealing the 2022 recoupment.

Ms. Lynch concluded by saying the \$334,837 was currently being recouped by the State of Connecticut and \$85,861 was credited against August 2023 Medicaid reimbursements.

- **The Nathaniel Witherell Payroll Audit – Review and Acceptance of Report**

CLA Senior Auditor, Aaron Perillo presented the TNW Payroll Audit to the Committee. He noted exceptions reported during the testing of transactions. Of note, it was reported that the OnShift scheduling module used by TNW was not compatible with Automatic Data Processing (ADP), the Town's payroll processing system. Mr. Mastronardi acknowledged shortcomings with the OnShift product and TNW was researching alternatives.

The report will be amended to include edits and be presented at the October 2023 Audit Committee Meeting.

3. Risk Management

- **Insurance Broker Request for Proposal (RFP) Update**

Ms. Damato and Mr. Mynarski informed the Committee that the Town received four (4) bids for the expiring insurance broker contract. The selection committee consists of Ms. Damato, Mr. Mynarski and Abby Wadler, Assistant Town Attorney. A recommendation for selection will come back to the Audit Committee at their October 2023 meeting.

4. Old Business

- **The Nathaniel Witherell (TNW) Lessons Learned Write Up – First Read**

Due to time constraints and the absence of one Audit Committee member, this item was deferred.

- **TNW Report regarding status of FY2023 write off and progress of outsourcing billing and financial management.**

The Grassi Healthcare Advisors Accounts Receivable Analysis was distributed. The report projected a June 30, 2023 write-off of \$1,363,457. Mr. Mynarski noted that the write off may be increased by the \$334,847 recoupment to the State of Connecticut mentioned earlier in the meeting.

5. New Business

- None

6. Items for future BET Audit Committee Meetings

- None

7. Executive Session – Possible Executive Session to discuss the Nathaniel Witherell (TNW).

- None

8. Adjournment

Upon a motion by Mr. Ramer, seconded by Mr. Weisbrod, the Committee voted 3-0-0 (Drake absent) to adjourn the meeting at 12:37 A.M. Motion carried.

Respectfully submitted,

Peter Mynarski, Comptroller

Henry J. Fisher II, Chairman, Audit Committee

SUBJECT TO APPROVAL