

1. BET Audit Comm. Meeting Agenda_10-03-2023

Documents:

[BET AUDIT COMM MEETING AGENDA 10-03-2023.PDF](#)

1.I. 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, October 3, 2023, 9:00 A.M.
Cone Room**

AGENDA

1. Approval of the BET Audit Committee Meeting Minutes of September 12, 2023
2. Internal Audit
 - Acceptance of Completed Internal Audit Reports
 - Capital Projects Audit – Review and Acceptance of Report
 - Medicare/Medicaid Cost Reporting Internal Controls Assessment Services – Review and Acceptance of Report
 - The Nathaniel Witherell Payroll Audit – Review and Acceptance of Report
 - Greenwich Public Schools Payroll Audit-Status Update
3. Risk Management
 - Insurance Broker Request for Proposal (RFP) Update
4. Old Business
 - Vote on The Nathaniel Witherell (TNW) Lessons Learned Write-Up
 - 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
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