1. BET Audit Comm. Meeting Agenda
   Documents:
   
   BET_AUDIT_COMM_MEETING_AGENDA_10-08-19.PDF

2. SUB TO APP BET Audit Comm. Meeting Minutes
   Documents:
   
   SUB_TO_APP_BET_AUDIT_COMM_MEETING_MINUTES_10-08-19.PDF

3. APPROVED BET Audit Comm. Meeting Minutes
   Documents:
   
   APPROVED_BET_AUDIT_COMM_MINUTES_10-08-19.PDF
1. Approval of the BET Audit Committee Meeting Minutes of September 17, 2019

2. Risk Management
   - Executive Session – Cyber Security Discussion
   - Discussion and Vote on Increasing Cyber Security Liability Coverage

3. Internal Audit
   - Discussion on the School Lunch Program Follow-Up Audit
   - Discussion on the Internal Audit Position

4. Old Business
   - Board of Education Capital Project Review - Blum Shapiro Report Update

5. New Business

6. Items for future BET Audit Committee Meetings

7. Adjournment
TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
AUDIT COMMITTEE MINUTES

Tuesday, October 8, 2019 – 12:30 P.M.
Gisborne Room

Present Committee: David Weisbrod, Chairman; Andreas Duus, Debra Hess, Jill Oberlander

Staff: Tom Klein, Director, IT Department; Peter Mynarski, Comptroller; Megan Zanesky, Esq., Risk Manager

BET: Karen Fassuliotis, Michael Mason, Leslie Moriarty, Jeffrey Ramer, Leslie Tarkington, Anthony Turner

RTM: Abbe Large, D-9, Education Committee

The regular meeting was called to order at 8:37 A.M.

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

   Upon a motion by Mr. Duus, seconded by Ms. Hess, the Committee voted 4-0-0 to defer vote on the Minutes of the Audit Committee Meeting of September 17, 2019 until its next meeting. Motion carried.

2. **Risk Management**

   - **EXECUTIVE SESSION – Discussion of Cyber Security**

   Upon a motion by Ms. Oberlander, seconded by Mr. Duus, the Board voted 4-0-0 to enter Executive Session at 12:44 P.M. Motion carried.

   The Committee exited Executive Session at 1:27 P.M.

   Upon a motion by Ms. Hess, seconded by Mr. Duus, the Committee voted 4-0-0 to acknowledge the receipt of the initial draft for evaluating Cyber defense and accept the draft and will utilize it at monthly meetings.

   - **Discussion and Vote on increasing Cyber Security Liability Coverage**

   Ms. Zanesky asked the Committee to confirm that Cyber Security liability coverage should be increased from $5M to $10M limit. Mr. Mynarski commented that no vote was necessary because the increase of premium was within the existing budget allocation.

3. **Internal Audit Report**

   - **Discussion on the School Lunch Program Follow-up Audit**

   Chairman Weisbrod commented that Ms. Large, a meeting visitor, had expressed concern about the quality of the School Lunch Program, the food served and its management. Mr. Weisbrod reported that he attended a meeting to discuss these issues and those identified in 2017 by the Internal Auditor attended by Mr. Mynarski, Mr. Gieger, Ms. Lauren Rabin (member of the Board of Education), and Ms. Large. Results of the meeting were that Mr. Mynarski would follow-up on the Food Service point of sale and RFP process to facilitate a review of financial
practices. In addition, a follow-up audit of Food Services will be scheduled. Ms. Rabin separately agreed to review with Board of Education members and Greenwich Public Schools officials the possible retaining of an outside consultant to perform an operational assessment of the School Lunch Program. Such assessment would include benchmarking of best practices, ways to deliver healthy food to students, assessment of utilization rate of federally and state funded food aide, and evaluation of current proportion of costs, benefits of outsourcing and potential ways to innovate and possibly self-fund healthier program through cost saving brought about by internal efficiencies.

Upon a motion by Mr. Duus, seconded by Ms. Hess, the Committee voted 4-0-0 to invite RSM-US LLP to expand the scope of their current Town annual Audit to address the 2017 Audit’s open questions, reconcile discrepancies in enrollment data, and test cash receipts and disbursement.

- Discussion of the Internal Audit Position
  Mr. Mynarski commented that a list of 17 applicants for the position was currently being reviewed. It is anticipated that a group of six candidates would participate in two rounds of interviews. Members of the Audit Committee will be invited to join the interview panel and will be advised of interview dates.

4. **Old Business**

- **Board of Education Capital Project Review – Blum Shapiro Report Update**
  Due to turnover in the BOE cabinet, it was decided to provide a monthly reporting template to inform the Audit Committee. The BET BOE Liaisons, Ms. Moriarty and Ms. Hess, will update the Audit Committee as to how the BOE plans to ensure reporting continuity on the Capital Projects after discussion at the next BOE monthly meeting.

5. **New Business** *(none discussed)*

6. **Items for Future BET Audit Committee Meetings**

- Status Reports: RSM/School Lunch program follow-up audit; Hiring process of new Internal Auditor; format of future BOE/Blum Shapiro project report
- Invitation to the Police Department to discuss its IT System security (Risk Manager)
- Dorothy Hamill Skating Rink
- Follow-up with Tree Department
- DPW Holly Hill Transfer Station
- TNW Inventory Control
- TNW Internal Audit
- Update Annual Town Internal Audit Calendar

8. **Adjournment**

  Upon a motion by Ms. Oberlander, seconded by Mr. Weisbrod, the Committee voted 4-0-0 to adjourn the meeting at 2:10 P.M. Motion carried.

The next Regular Audit Committee Meeting is scheduled for November 14, 2019 at 8:30 A.M.in the Gisborne Room.
Schedule of 2019 Audit Committee Meetings

November 14, 2019 (Thursday) at 8:30 A.M.
December 5, 2019 (Thursday) at 8:30 A.M.
TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
AUDIT COMMITTEE MINUTES

Tuesday, October 8, 2019—12:30 P.M.
Gisborne Room

Present
Committee: David Weisbrod, Chairman; Andreas Duus, Debra Hess, Jill Oberlander

Staff: Tom Klein, Director, IT Department; Peter Mynarski, Comptroller; Megan Zanesky, Esq., Risk Manager

BET: Karen Fassuliotis, Michael Mason, Leslie Moriarty, Jeffrey Ramer, Leslie Tarkington, Anthony Turner

RTM: Abbe Large, D-9, Education Committee

The regular meeting was called to order at 8:37 A.M.

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

   Upon a motion by Mr. Duus, seconded by Ms. Hess, the Committee voted 4-0-0 to defer vote on the Minutes of the Audit Committee Meeting of September 17, 2019 until its next meeting. Motion carried.

2. **Risk Management**

   - **EXECUTIVE SESSION—Discussion of Cyber Security**

     Upon a motion by Ms. Oberlander, seconded by Mr. Duus, the Board voted 4-0-0 to enter Executive Session at 12:44 P.M. Motion carried.

     The Committee exited Executive Session at 1:27 P.M.

     Upon a motion by Ms. Hess, seconded by Mr. Duus, the Committee voted 4-0-0 to acknowledge the receipt of the initial draft for evaluating Cyber defense and accept the draft and will utilize it at monthly meetings.

   - **Discussion and Vote on increasing Cyber Security Liability Coverage**

     Ms. Zanesky asked the Committee to confirm that Cyber Security liability coverage should be increased from $5M to $10M limit. Mr. Mynarski commented that no vote was necessary because the increase of premium was within the existing budget allocation.

3. **Internal Audit Report**

   - **Discussion on the School Lunch Program Follow-up Audit**

     Chairman Weisbrod commented that Ms. Large, a meeting visitor, had expressed concern about the quality of the School Lunch Program, the food served and its management. Mr. Weisbrod reported that he attended a meeting to discuss these issues and those identified in 2017 by the Internal Auditor attended by Mr. Mynarski, Mr. Gieger, Ms. Lauren Rabin (member of the Board of Education), and Ms. Large. Results of the meeting were that Mr. Mynarski would follow-up on the Food Service point of sale and RFP process to facilitate a review of financial
practices. In addition, a follow-up audit of Food Services will be scheduled. Ms. Rabin separately agreed to review with Board of Education members and Greenwich Public Schools officials the possible retaining of an outside consultant to perform an operational assessment of the School Lunch Program. Such assessment would include benchmarking of best practices, ways to deliver healthy food to students, assessment of utilization rate of federally and state funded food aide, and evaluation of current proportion of costs, benefits of outsourcing and potential ways to innovate and possibly self-fund healthier program through cost saving brought about by internal efficiencies.

Upon a motion by Mr. Duus, seconded by Ms. Hess, the Committee voted 4-0-0 to invite RSM-US LLP to expand the scope of their current Town annual Audit to address the 2017 Audit’s open questions, reconcile discrepancies in enrollment data, and test cash receipts and disbursement.

- **Discussion of the Internal Audit Position**
  Mr. Mynarski commented that a list of 17 applicants for the position was currently being reviewed. It is anticipated that a group of six candidates would participate in two rounds of interviews. Members of the Audit Committee will be invited to join the interview panel and will be advised of interview dates.

4. **Old Business**

- **Board of Education Capital Project Review – Blum Shapiro Report Update**
  Due to turnover in the BOE cabinet, it was decided to provide a monthly reporting template to inform the Audit Committee. The BET BOE Liaisons, Ms. Moriarty and Ms. Hess, will update the Audit Committee as to how the BOE plans to ensure reporting continuity on the Capital Projects after discussion at the next BOE monthly meeting.

5. **New Business (none discussed)**

6. **Items for Future BET Audit Committee Meetings**

- Status Reports: RSM/School Lunch program follow-up audit; Hiring process of new Internal Auditor; format of future BOE/Blum Shapiro project report
- Invitation to the Police Department to discuss its IT System security (Risk Manager)
- Dorothy Hamill Skating Rink
- Follow-up with Tree Department
- DPW Holly Hill Transfer Station
- TNW Inventory Control
- TNW Internal Audit
- Update Annual Town Internal Audit Calendar

8. **Adjournment**

Upon a motion by Ms. Oberlander, seconded by Mr. Weisbrod, the Committee voted 4-0-0 to adjourn the meeting at 2:10 P.M. Motion carried.

The next Regular Audit Committee Meeting is scheduled for November 14, 2019 at 8:30 A.M. in the Gisborne Room.
Schedule of 2019 Audit Committee Meetings

November 14, 2019 (Thursday) at 8:30 A.M.
December 5, 2019 (Thursday) at 8:30 A.M.