1. BET Audit Comm. Meeting Agenda

   Documents:
   
   BET_AUDIT_COMM_MTG_AGENDA_10-19-18.PDF

1.I. REVISED BET Audit Comm. Meeting Agenda

   Documents:
   
   REVISED_BET_AUDIT_COMM_MTG_AGENDA_10-19-18.PDF

2. APPROVED BET Audit Comm. Meeting Minutes

   Documents:
   
   APPROVED_BET_AUDIT_MTG_MINUTES_10-19-18.PDF
AGENDA

1. Acceptance of the BET Audit Committee Meeting Minutes
   - September 18, 2018
   - September 25, 2018

2. Internal Audit Report
   - Senior Center Review: New Point of Sale systems for payment security and reporting and updating Share the Fare program with Greenwich Taxi
   - Board of Education Capital Project Review

3. Risk Management
   - Insurance Broker Request for Proposal (RFP) Update
   - Cos Cob School Insurance Claim Update

4. Old Business
   - Julian Curtiss Roof Capital Project Timeline
   - Report Regarding the Forensic Investigation of the Town of Greenwich Parking Services Department, dated September 14, 2017

5. New Business
   - None

6. Items for Future BET Audit Committee Meetings

7. Adjournment
TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION

AUDIT COMMITTEE MEETING
Friday, October 19, 2018

REVISED START TIME - 9:00 A.M.
Gisborne Room

AGENDA

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   - September 25, 2018

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4. Old Business
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5. New Business
   - None

6. Items for Future BET Audit Committee Meetings

7. Adjournment
Present Committee: David Weisbrod, Chairman; Andreas Duus, Debra Hess (by telephone during BOE Capital Review), Jill K. Oberlander

Staff: Megan Damato, Esq., Risk Manager; Melinda Frame, Internal Auditor; Peter Mynarski, Comptroller;

BOE: Peter Bernstein, Chairman, BOE; Ralph Mayo, Interim Superintendent Greenwich Public Schools; Lori O'Donnell, Chief Operations Officer

BET: William Drake, Beth Krumeich, Leslie Moriarty, Jeffrey Ramer, Leslie Tarkington,

The regular meeting was called to order at 9:03 A.M.

Mr. Weisbrod welcomed the Committee, staff and guest and called for a Motion to change the Order of Business.

Upon a Motion by Mr. Duus, seconded by Ms. Oberlander, the Committee voted 4-0-0 to change the Order of Business.

2. Internal Audit Report
   - Board of Education Capital Project Review — BET Education Liaisons, Ms. Hess and Ms. Moriarty, presented a written summary of their discussions with the Greenwich Public Schools (GPS) administration and a proposal for a plan to move forward with the BET review of Board of Education (BOE)-GPS capital process. Ms. O'Donnell, GPS Chief Operating Officer, shared the scope of the work for consulting services agreed to by GPS with BlumShapiro to review existing controls and develop recommendations for process improvements. Ms. O'Donnell stated that she expects the work scope to take approximately 4 to 6 weeks. Ms. O'Donnell added that the additional BET proposed work scope had already been delivered to BlumShapiro for consideration and pricing. Mr. Weisbrod thanked BOE Chair Peter Bernstein and Ms. O'Donnell for the cooperation of the BOE and GPS and characterized the process review as a joint initiative with a common path and similar scopes of work. He further suggested that the involvement of the Town’s Internal Auditor would bring independence, integrity and thoroughness to the effort. If BlumShapiro provides a revised contract scope and quote, the Committee will discuss it for possible presentation to the BET at its October 23 meeting.

The Committee discussed whether it was expedient to develop a single set of specifications for the BlumShapiro scope of work that would reconcile a request by Ms. Hess for a more extensive historical review of sample transactions to test whether projects included in prior BOE capital plans were completed as originally intended. Comments were made that Ms. Hess’ suggested review had a different objective than the BET process review and that such an open-ended historical review would delay BlumShapiro's work.
Upon a Motion by Ms. Oberlander, seconded by Mr. Weisbrod, the Committee voted 3-0-0 recommend that the action plan presented by the BET Education Liaisons be bifurcated into two projects: the first to be forward-focused and included as part of the BOE/GPS process review; and the second to be focused on historical experience and to be added to a future BET Audit Committee agenda for a more detailed discussion. It was suggested that the second review could involve the Internal Auditor, in a possible limited scope audit, of critical building systems linked to BOE projects and the future implementation of the BOE Master Plan.

- **Senior Center: New public point of sale systems and program enhancements to Share the Fare with Greenwich Taxi: payment enhancements** – Ms. Frame provided a verbal update on the Senior Center’s progress towards overhauling its onsite and online payment options and updating the Commission on Aging’s Share the Fare program arrangement with Greenwich Taxi. Ms. Frame stated that although she will be presenting a future report to the Audit Committee, the job is not considered an audit but rather a consulting project undertaken by Finance at request of the Senior Center and Commission on Aging. Ms. Frame summarized the multi-faceted project with its four key objectives: 1) accept debit and credit cards onsite at the Center for classes, lunches, and other programs, 2) accept online payments, including PayPal, through the Town’s website 3) move from the current paper based, manual Share the Fare payment system to using reloadable, electronic plastic id cards, and 4) introduce similar reloadable cards for use onsite for the daily lunch program. The Committee questioned whether start-up costs, and fees charged by merchant bank account banks had been considered. Ms. Frame said costs have been and continue to be considered and that so far, the costs are determined to be manageable and are clearly countered by the benefits from enhanced reporting, accounting, and internal controls.

3. **Risk Management**

- **Insurance Broker request for Proposal (RFP) update** – Ms. Damato circulated a summary of the interviews conducted in response to the RFP. She highlighted strengths such as municipal and public sector experience, national office network as well as local presence, the option of fee-based vs commission billing; the willingness to align vendors’ timeline with the Town’s budgeting cycle and suggestion that economies would be sought on the Town’s behalf.

- **Cos Cob School Insurance Claim** – Ms. Damato commented that she had visited the site with the local Insurance Adjustor. She indicated that Invoices for remediation and repairs/rebuild would be provided to the insurance carrier and sought to be approved before undertaken to facilitate reimbursement recovery.

4. **Old Business**

- **Julian Curtis Roof Capital Project Timeline** – The Committee discussed whether the Timeline prepared and circulated to the Committee by Ms. Frame at the September 18 Meeting, should be posted online. The Committee decided that since it was not an audit, there might be no need for it to be posted online. Ms. Frame would review the narrative summary she prepared in conjunction with the timeline and send it to Ms. Oberlander for her review and BET acceptance. A vote on posting the Summary of the Report would be taken during the Audit Committee’s October 23 Meeting.
Report Regarding the Forensic Investigation of the Town of Greenwich Parking Services Department, dated September 14, 2017 – The Committee, having had an opportunity to read the Report since its presentation at the September 25, 2018 Audit Committee Meeting, agreed to vote on its posting online.

Upon a motion by Ms. Oberlander, seconded by Mr. Duus, the Committee voted 3-0-0 to post the Forensic Investigation of the Town of Greenwich Parking Service Department Report online. Motion carried.

1. Acceptance of the BET Audit Committee Meeting Minutes

Upon a motion made by Ms. Oberlander, seconded by Mr. Weisbrod, the Committee voted 4-0-0 to accept Minutes of the September 18, 2018 meeting as amended.

Upon a motion made by Ms. Oberlander, seconded by Mr. Weisbrod, the Committee voted 4-0-0 to accept the Minutes of the September 25, 2018 Meeting

5. New Business (no discussion on this topic)

6. Items for Future BET Audit Committee Meetings (no new items added)

- ADP Payroll and Retirement Data after conversion to new record-keeping vendor
- BOE Student Activity Fund
- BOE Lunch Fund 3rd-party supplier reconciliation
- DH Skating Rink
- DPW Environmental Specific Project Plan
- DPW Holly Hill Transfer Station
- TNW Inventory Control
- Invitation to the Police Department to discuss its IT System security (Risk Manager)
- Update Annual Calendar; reduce frequency of Town Internal Audit to an annual cycle
- Internal audit to generate guidelines for communication and reports (from September minutes)

7. Adjournment

The Committee voted unanimously to adjourn the meeting at 11:40 A.M.

The next Special Audit Committee Meeting is scheduled for October 23, 2018 at 4:30 P.M. in the Gisborne Room.

The next regular Audit Committee Meeting is scheduled for November 16, 2018 at 8:30 A.M. in the Gisborne Room.

Catherine Sidor, Recording Secretary
Schedule of 2018 Audit Committee Meetings

October 23, 2018 (Tuesday) 4:30 P.M. Gisborne
November 16, 2018 (Friday) at 8:30 A.M. Gisborne
December 13, 2018 (Thursday) at 8:30 A.M. Gisborne