1. BET Audit Comm. Meeting Agenda
   Documents:
   BET_AUDIT_COMM_MEETING_AGENDA_12-05-19.PDF

2. SUB TO APP BET Audit Comm. Meeting Minutes
   Documents:
   SUB_TO_APP_BET_AUDIT_COMM_MEETING_MINUTES_12-05-19.PDF

3. ACCEPTED BET Audit Comm. Meeting Minutes
   Documents:
   ACCEPTED_BET_AUDIT_COMM_MEETING_MINUTES_12-05-19.PDF
TOWN OF GREENWICH
BOARD OF ESTIMATE & TAXATION

AUDIT COMMITTEE MEETING
Thursday, December 5, 2019

9:00 A.M.
Gisborne Room

AGENDA

1. Approval of the BET Audit Committee Meeting Minutes:
   - November 14, 2019
   - November 18, 2019


3. Risk Management
   - Executive Session – Cyber Security Discussion
   - Oral Update on Tools for Schools Program

4. Internal Audit
   - Update on the Internal Audit Position

5. Old Business
   - Board of Education Capital Project Review - blumshapiro Report Update
   - Contracting with blumshapiro for outside Internal Audit Services

6. New Business
   - Executive Session to discuss Legal Claims

7. Items for future BET Audit Committee Meetings

8. Adjournment
TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
AUDIT COMMITTEE

Thursday, December 5, 2019
Gisborne Conference Room, Town Hall

Present
Committee: David Weisbrod, Chairman; Andreas Duus, Debra Hess, Jeffrey Ramer

Staff: Tom Klein, Director, IT Department; Peter Mynarski, Comptroller; Maureen Tracey, Chief Accountant, Finance Department; Megan Zanesky, Esq., Risk Manager

BET: Karen Fassuliotis, Elizabeth K. Krumeich, Michael Mason, Leslie Moriarty, Leslie Tarkington, Anthony Turner

RTM: Miriam Kreuzer, D-7, Legislative & Rules, 2019 BET-Elect,

PUBLIC: Ken Borsuk, Reporter, Greenwich Time; Laura Ericksen, 2019 BET-Elect; Jennifer Katz, Partner, RSM; Miriam Kreuzer, RTM D7, Legislative & Rules Cmte, 2019 BET-Elect; Melissa Quinn, Accountant, RSM

The regular meeting was called to order at 9:08 A.M.

1. Acceptance of the BET Audit Committee Meeting Minutes

Upon a motion by Mr. Duus, seconded by Mr. Weisbrod, the Committee voted 2-0-2 (Abstained: Hess, Ramer) to approve the Minutes of the BET Regular Meeting of the Audit Committee of November 14, 2019 as amended. Motion carried.

Upon a motion by Ms. Hess, seconded by Mr. Duus, the Committee voted 3-0-1 (Abstained: Ramer) to approve the Minutes of the BET Regular Meeting of the Audit Committee of November 18, 2019 as amended. Motion carried.


The Committee reviewed RSM’s draft of the FY19 CAFR with Ms. Katz and Ms. Quinn. The text is subject to revisions made during the meeting before it is ready for distribution. Ms. Katz introduced her comments by saying that RSM anticipated writing its Letter as “clean of opinions” and acknowledged that there were no changes in accounting policies. When Chairman Weisbrod asked if any Recommendations would be forthcoming in the Management Letter, the Comptroller responded that no Management Letter would be needed. It was explained that Management Letters typically commented on control deficiencies and/or material weakness and none were found during the Audit. Comments on previous year issues had all been corrected. The Comptroller remarked that he requested feedback in interim meetings during next year’s
annual audit process to successfully incorporate the new Lease Accounting policy required by the State.

Ms. Quinn reviewed the draft of the Federal and State Single Audits and noted “no issues” were identified that would be reported in RSM’s cover letter.

Upon a motion by Mr. Weisbrod, seconded by Mr. Duus, the Committee voted 4-0-0 to accept the CAFR and Single Audits, subject to the incorporation of changes being made to the Drafts, for recommendation to the BET for their approval. Motion carried.

Upon a motion by Mr. Duus, seconded by Mr. Ramer, the Committee voted 4-0-0 to change the Order of Business to discuss Item #3 - Risk Management, Tools for Schools; Item #4 - Internal Audit; and Item #5 - Old Business - blumshapiro BOE Capital Project review and blumshapiro Internal Audit Services; and Item #7 Future Items for discussion, prior to Item #3 Risk Management - Executive Session. Motion carried.

3. Risk Management

- Oral Update on Tools for Schools Program
  The Risk Manager, Ms. Zanesky, reported that the required biannual school “walk throughs” to check air quality were in the process of being completed. Ms. Zanesky will accompany the “walk throughs” scheduled for GHS and Glenville schools on December 18 and 19.

  Upon a motion by Mr. Ramer, seconded by Ms. Hess, the Committee voted 4-0-0 to add the following Item to the Agenda. Motion carried.

- FEMA Update
  Final documentation of Superstorm Sandy damage on Island Beach and Greenwich Point will be submitted to FEMA by December 13, 2019 for Federal reimbursement. The reimbursement of this final approximately $2 million in projects and repairs will be the final closeouts for the storm. The Committee thanked Ms. Zanesky for her persistence and successful follow-up to recover this reimbursement.

4. Internal Audit

- Update on Internal Audit Position
  The Comptroller reported that adjustments had been made to the position’s Job Description and rate of compensation before it was reposted. Four good applicants had responded to the reposting and initial screening interviews will take place during the week of December 16.

5. Old Business

- Contracting with blumshapiro for outside Internal Audit Services
  The Committee discussed the draft contract submitted by blumshapiro for temporary Internal Audit Services. It was found to be lacking an anticipated framework, a standard for quality measurement of findings, estimated size of staff and a cancellation clause.
blumshapiro will be asked for a re-drafted contract including reference to the above identified items.

- **Board of Education Capital Project Review – blumshapiro Report Update**
  The Comptroller reported that the turnover in BOE/GPS staff had delayed work on the project and he recommended repurposing the $75 thousand contract for project evaluation processes & MUNIS training procedures at this time.

7. **Items for future BET Audit Committee Meetings**

   No changes to the current list.

**EXECUTIVE SESSIONS**

3b. **Risk Management**
   Executive Session - Cyber Security Discussion

6. **New Business**
   Executive Session to discuss Legal Claims

   Mr. Weisbrod called for an Executive Session to discuss Cyber Security and pending litigation.

   The Committee voted 4-0-0 enter Executive Session at 10:45 A.M. Motion carried.

   The Board exited Executive Session at 11:32 A.M.

   The Committee voted 4-0-0 to exit Executive Session at 11:32 A.M. Motion carried.

8. **Adjournment**

   The Committee voted unanimously to adjourn the Meeting at 11:33 A.M. Motion carried.

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   Catherine Sidor, Recording Secretary

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   David Weisbrod BET Audit Committee Chairman

**Schedule of 2020 Audit Committee Meetings**

TBD
TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
AUDIT COMMITTEE

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Gisborne Conference Room, Town Hall

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   Catherine Sidor, Recording Secretary

   David Weisbrod BET Audit Committee Chairman

**Schedule of 2020 Audit Committee Meetings**

TBD