

1. BET Audit Comm. Meeting Agenda 05-02-2023

Documents:

[BET AUDIT COMM MEETING AGENDA 05-02-2023.PDF](#)

1.I. SUB_TO_APP_BET Audit Comm. Meeting Minutes_04-17-2023

Documents:

[SUB_TO_APP_BET AUDIT COMM MEETING MINUTES_04-17-2023.PDF](#)

2. SUB_TO_APP_BET Audit Comm. Meeting Minutes_05-02-2023

Documents:

[SUB_TO_APP_BET AUDIT COMM MEETING MINUTES_05-02-2023.PDF](#)



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

AUDIT COMMITTEE MEETING

**Tuesday, May 2, 2023, 9:00 A.M.
Cone Room**

AGENDA

1. Approval of the BET Audit Committee Meeting Minutes of April 17, 2023
2. Internal Audit
 - Update on Outsourced Internal Audits
3. Risk Management
 - St. Roch Annual Feast – Hamilton Avenue School Field Permit Update
 - Havemeyer Building Flood Damage Insurance Update
4. Old Business
 - Annual Comprehensive Financial Report Audit Update for the Year Ending June 30, 2022
 - Review, Discussion and Vote on The Nathaniel Witherell Assessment
5. New Business
 - Tax Collector Annual Write Off Report
6. Items for future BET Audit Committee Meetings
7. Executive Session – Cybersecurity Quarterly Update
8. Adjournment



**TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
AUDIT COMMITTEE MEETING MINUTES
Monday, April 17, 2023
Cone Room**

Present

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

Staff: Roland Gieger, Director, Budget & Systems Management; Peter Mynarski, Comptroller, Maureen Tracy, Chief Accountant, Finance Department

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

Guest: Nisha Hurst, Board Member, The Nathaniel Witherell; Brad Markowitz, TNW Board Chairman, The Nathaniel Witherell; John Mastronardi, Executive Director, The Nathaniel Witherell, Kate Tabner, Board Member, The Nathaniel Witherell

The meeting was called to order at 3:02 P.M.

1. Approval of the BET Audit Committee Meeting Minutes of March 29, 2023

Mr. Ramer made a motion to approve the March 29, 2023 minutes, seconded by Mr. Drake. The motion passed 3-0-0.

2. Internal Audit

Update on The Nathaniel Witherell Accounts Receivable Billing:

Mr. Brad Markowitz, TNW Board Chairman, presented reports prepared by Grassi Healthcare Advisors, an accounting firm hired by Morgan Lewis & Bockius, TNW's attorney, to assist in the reconciliation of the account's receivables. The report dealt with a summary of Accounts Receivables as of June 30, 2022 and their status as of March 31, 2023.

The main purpose of the assignment was to determine the amount of receivables that TNW will not be able to collect. This was information that was essential to the completion of the Town's annual audit for the year ending June 30, 2022.

As a result of their work, it was determined that the write off amount required in the Munis data base would be \$4,070,499 as of June 30, 2022. That amount consists of three components: 1) \$802,118 is the adjustment required to reconcile the MATRIX system to the Town's accounting system Munis, 2) \$3,118,381 is the write off of receivables that are more than likely to be uncollectible and 3) \$150,000 represents the credit balances.

The Audit Committee voted 4-0-0 to accept the Grassi Healthcare Advisory Report and the suggested write off figure of \$4,070,499.

Ms. Nisha Hurst, TNW Board Member, was also in attendance and represented that she would be handling accounting matters going forward. She stated that she will be working with Comprehensive Healthcare Solutions and the Grassi Healthcare Advisors to help put in procedures to ensure that preexisting matters will not occur again.

3. Old Business

- **Annual Fiscal Year Ending June 30, 2022 Audit Update**

Mr. Mynarski stated that the audit has been extended to April 30, 2023 for filing with the Office of Policy and Management (OPM). An extension beyond April 30, 2023 is not known at this time.

4. New Business

- **Review, discussion and vote on TNW Assessment**

The matter of hiring CliftonLarsonAllen (CLA) to do an internal control assessment was introduced. Mr. Markowitz strongly objected to the timing of the assessment, stating he felt the operations were not ready to be audited. He felt strongly that an assessment by CLA, was warranted but preferred that TNW be in a better position with the assistance of Comprehensive Healthcare Solutions and Grassi Healthcare Advisors. In addition, he felt that the assessment needed to be enhanced to deal with more pertinent issues at the nursing facility.

It was collectively decided to have Mr. Markowitz and Mr. Mynarski meet with CLA to improve and enhance the scope of the assignment.

As a result of Mr. Ramer made a motion, seconded by Mr. Weisbrod, to have Markowitz and Mynarski meet with CLA to adjust the scope of the assignment and report back to the Audit Committee at the May 2, 2023 meeting. The Committee voted 3-1-0 (Drake voting no). Motion carried.

- **Review, discussion and vote on Board of Education and TNW Payroll Internal Control Audits**

Mr. Drake made a motion, seconded by Mr. Fisher, to authorize funding of up to \$28,000 each for a Payroll Internal Control audit of BOE and TNW operations. The vote was 4-0-0. Motion carried.

5. Items for future BET Audit Committee Meetings

Mr. Mynarski reported that the Cybersecurity Executive Session was delayed until the May 2, 2023 Audit Committee meeting.

6. Executive Session

There was no Executive Session.

7. **Adjournment**

Upon unanimous consent, the Committee adjourned the meeting at 4:55 P.M.

Respectfully submitted,

Peter Mynarski, 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, May 2, 2023
Cone Room**

Present

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

Staff: Megan Damato, Director of Risk Management; Peter Mynarski, Comptroller; Heather Smeriglio, Tax Collector

BET: Laura Erickson, Karen Fassuliotis, Dan Ozizmir, Leslie Tarkington

Guest: Brad Markowitz, TNW Board Chairman, The Nathaniel Witherell

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

1. Old Business moved up on Agenda

- **Annual Comprehensive Financial Report Audit Update for the Year Ending June 30, 2022**

CLA expects to have the audit completed by the end of April 2023. Mr. Mynarski stated that he finished what was needed to be done by him and sent to RSM to complete. He asked for an expedited draft for us and they are supposed to have it for us in final by May 31. The next Audit Committee meeting is on June 7, which will have this item for presentation.

- **Review, Discussion and Vote on The Nathaniel Witherell Assessment**

This will be done by CliftonLarsonAllen (CLA) to assess the Medicare and Medicaid reporting. The vote to appropriate \$ 9,600 for the TNW Assessment was taken up.

Upon a motion by Mr. Weisbrod, seconded by Mr. Drake, to move this document with title change to TNW – Medicare and Medicaid Cost Reporting Internal Controls Assessment Services. The Committee voted passed 4-0-0 to approve the title change and funding for the assessment. Motion carried.

2. New Business – Tax Collector Annual Write Off Report

This item was moved up on the agenda. The Town's Tax Collector, Ms. Heather Smeriglio, presented to the Committee her report of uncollected taxes on delinquent properties. Three properties can be appraised, 9-10 properties due at the 11-year mark. No new properties have come up. The number of delinquent properties remains the same over a 15-year period. Lien

notices have been generated and scheduled to go out soon. Total collected on delinquent taxes is \$1.1 mil thus far. \$266,000 is due from Bybrook Drive property. Property taxes are due by June 1 and if not paid by this date, the liens go against the delinquent properties. After 1 year the lien notice goes against the property. Mr. Fisher asked Ms. Smeriglio if she could provide a short one-page report for the full BET on May 15 about this.

3. Approval of the BET Audit Committee Meeting Minutes of April 17, 2023

Upon a motion by Mr. Weisbrod, seconded by Mr. Drake, the Committee voted 4-0-0 to approve the minutes of the April 17, 2023 BET Audit Committee meeting. Motion carried.

4. Internal Audit

• Update on Outsourced Internal Audits

Presented by Mr. Mynarski. The longtime payroll clerk at TNW left, which prompted the payroll audit.

5. Risk Management

• St. Roch's Annual Feast – Hamilton Avenue School Field Permit Update

- An internal meeting is being scheduled to make sure all are on the same page in terms of requirements and permitting
- Ms. Damato has explained to the applicants that the PTA sponsored events are treated differently because of the nature of their events – they are fund raising events to benefit the Town's schools

• Havemeyer Building Flood Damage Insurance Update

- Ms. Damato indicated that the asbestos abatement is excluded under the Town's property insurance policy – this is industry standard since a few years ago.
- Ms. Erickson inquired whether the environmental testing would be covered or whether that is considered part of the abatement process. Ms. Damato will inquire of the insurance broker and get back to the BET on that inquiry.

6. Executive Session

Upon a motion by Mr. Weisbrod, seconded by Mr. Drake, the Committee voted 4-0-0 to go into Executive Session at 10:31 A.M. Motion carried.

Upon a motion by Mr. Weisbrod, seconded by Mr. Ramer, the Committee voted 4-0-0 to begin Executive Session.

Upon a motion by Mr. Fisher, seconded by Mr. Drake, the Committee voted 4-0-0 to exit Executive Session at 11:38 A.M.

7. Adjournment

Upon unanimous consent, the Committee adjourned the meeting at 11:38 A.M.

Respectfully submitted,

Shira Davis, Recording Secretary

Henry J. Fisher II, Chairman, Audit Committee

SUBJECT TO APPROVAL