1. BET Audit Comm. Meeting Agenda

   Documents:
   
   BET_AUDIT_COMM_MTG_AGENDA_07-10-19.PDF

2. SUB TO APP BET Audit Comm. Meeting Minutes

   Documents:
   
   SUB_TO_APP_BET_AUDIT_COMM_MEETING_MINUTES_07-10-19.PDF
AGENDA

1. Approval of the BET Audit Committee Meeting Minutes of June 4, 2019

2. Risk Management
   • Executive Session - Review of CyberDefenses Vulnerability Reports

3. Internal Audit
   • Follow-Up Internal Audit Report to May 2017 Parking Services audit discussion and vote to accept
   • Update Audit in Progress: BOE School Lunch Program
   • Senior Center Update Re: POS System Implementation Update
   • Discussion of Draft Guidelines Re: the audit report cycle and establishing a formal distribution and use policy

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

5. New Business
   • Executive Session - Lessons Learned with Town’s Law Department

6. Items for future BET Audit Committee Meetings

7. Adjournment
1. Acceptance of the BET Audit Committee Meeting Minutes

Upon a motion by Ms. Oberlander, seconded by Mr. Duus, the Committee voted 4-0-0 to accept the Minutes of the BET Committee Meeting of June 4, 2019 as amended.

2. Risk Management

Ms. Damato, TOG Risk Manager, commented that the renewal of the Town’s insurance has been bound, and Gallagher, the TOG’s insurance broker, is preparing an Executive Summary, which will be provided to the BET Audit Committee members once received.

Overall, the renewal was flat with enhancements on several lines and added limits to the marine program. Savings on commissions of 41% was noted. The Risk Manager reported that Chubb Insurance offered to provide four pro bono engineer visits to inspect Grass Island and the locations where the BOE experienced water damage losses to give recommendations on risk control.

Ms. Oberlander made a motion, seconded by Mr. Duus, to enter Executive Session to hear a review of a Cyber Security Defenses vulnerability report at 9:05 A.M. The Committee voted 4-0-0. Motion carried.

The Committee voted unanimously to exit Executive Session at 10:16 A.M. Motion carried.

The Committee recommended that the two BET Cyber Security liaisons, Ms. Hess and Mr. Turner, work with Mr. Klein and Ms. Damato as well as the CyberDefenses consultant to spearhead cyber remediation work throughout the Town. The Liaisons will work with Mr. Klein and Ms. Damato to develop an online cyber security awareness training program. The HR
Department Director, Ms. Pepe, will be asked to assist with rolling out and tracking the training process to all Town employees.

The Committee voted unanimously to change the Order of Business to move **New Business** (Agenda Item #6) – **Lessons Learned with Town’s Law Department**, to the next item on the Agenda. Motion carried.

Ms. Oberlander made a motion, seconded by Mr. Duus to re-enter Executive Session to discuss **New Business** (Agenda Item #6) – **Lessons Learned with Town’s Law Department**, at 10:18 A.M. The Committee voted 4-0-0. Motion carried.

The Committee voted unanimously to exit Executive Session at 11:22 A.M. Motion carried.

Ms. Oberlander commented that it was agreed to revisit environmental issues identified in a Town survey every two years and that it was now timely. As a result of Lessons Learned discussion, a follow-up with the Tree Department will be scheduled.

3. **Internal Audit Report**

- **Follow-up Internal Audit Report May 2017 Parking Services audit discussion and vote to accept**

  The Committee reviewed the draft report and asked Ms. Frame, the TOG Internal Auditor, to explain commentary and observations that supplemented the report’s recommendations. Ms. Hess suggested postponing discussion of the Report. After further discussion, Ms. Frame proposed creating a second draft that would incorporate some revisions, reformat content-flow and add a conclusion to the document that would be prepared for the Committee’s September meeting. Committee Chairman Weisbrod recognized Deputy Chief Marino and noted his cooperation and support of work that needs to be done to ensure Parking Services compliance with Audit recommendations. Deputy Chief Marino introduced the Parking Services Business Operations and Enforcement Supervisors and acknowledged for their assistance implementing changes and improvement being undertaken.

- **Update Audit in Progress: BOE School Lunch Program**

  Ms. Frame reported that the school lunch program audit is underway and anticipates providing a draft Report in September.

- **Senior Center Update Re: POS System Implementation**

  Ms. Frame reported that a meeting is scheduled later in the month to re-group and implement the first phase (on-site credit card acceptance) of the project.

- **Discussion of Draft Guidelines Re: The Audit Report Cycle and establishing a formal Distribution and Use Policy**
Ms. Frame will provide an electronic update of the audit report cycle document to the Committee along with an electronic copy of an IAA Public Sector Audit Committee guide previously sent in June.

5. **Old Business**

- **Board of Education Capital Project Review**
  
  Blum Shapiro’s update of the Capital Construction & Maintenance Project Guidelines is expected at the end of July.

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

- Invitation to the Police Department to discuss its IT System security (Risk Manager)
- Dorothy Hamill Skating Rink
- Follow-up on Environmental Issues identified in bi-annual Town survey
- Follow-up with Tree Department
- DPW Environmental Specific Project Plan
- 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. Duus, the Committee voted 4-0-0 to adjourn the meeting at 12:11 P.M. Motion carried.

The next Regular Audit Committee Meeting is scheduled for September 17, 2019 at 8:30 A.M. in the Gisborne Room.

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Catherine Sidor, Recording Secretary

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David Weisbrod, BET Audit Committee Chairman

**Schedule of 2019 Audit Committee Meetings**

August (No Meeting)
September 17 (Tuesday), 2019 at 8:30 A.M.
October 3, 2019 (Thursday) at 8:30 A.M.
November 14, 2019 (Thursday) at 8:30 A.M.
December 5, 2019 (Thursday) at 8:30 A.M.