1. BET Audit Comm. Meeting Agenda
   Documents:
   BET_AUDIT_COMM_MEETING_AGENDA_11-14-19.PDF

2. SUB TO APP BET Audit Comm. Meeting Minutes
   Documents:
   SUB_TO_APP_BET_AUDIT_COMM_MEETING_MINUTES_11-14-19.PDF
AGENDA

1. Approval of the BET Audit Committee Meeting Minutes:
   - September 17, 2019
   - October 8, 2019

2. Risk Management
   - Executive Session – Cyber Security Discussion
   - Updates on BOE Water Damage Insurance Claims: Cos Cob Elementary and GHS Mechanical Room
   - Oral Update on Tools for Schools Program

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
   - June 30, 2019 Annual Audit Update

5. New Business
   - Pending Litigation

6. Items for future BET Audit Committee Meetings

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

Thursday, November 14, 2019 – 8:30 A.M.

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

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

BET: William Drake, Elizabeth K. Krumeich, Michael Mason, Leslie Moriarty, Jeffrey Ramer, Leslie Tarkington, Anthony Turner

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

PUBLIC: Laura Erickson, 2019 BET Elect

The regular meeting was called to order at 8:31 A.M.

1. Acceptance of the BET Audit Committee Meeting Minutes

Upon a motion by Ms. Oberlander, seconded by Mr. Duus, the Committee voted 3-0-0 to approve the Minutes of the Audit Committee Meeting of September 17, 2019. Motion carried.

Upon a motion by Mr. Duus, seconded by Ms. Oberlander, the Committee voted 3-0-0 to approve the Minutes of the Audit Committee Meeting of October 8, 2019. Motion carried.

2. Risk Management

• EXECUTIVE SESSION – Discussion of Cyber Security

Upon a motion by Ms. Oberlander, seconded by Mr. Duus, the Board voted 3-0-0 to enter Executive Session at 8:33 A.M. Motion carried.

The Committee exited Executive Session at 9:30 A.M.

Upon a motion by Ms. Oberlander, seconded by Mr. Duus, the Committee voted 3-0-0 to exit Executive Session. Motion carried.

• Updates on BOE Water Damage Insurance Claims:
  o Hamilton Avenue Elementary – Claim closed. $86,894.23 collected after the policy deductible.
  o Cos Cob Elementary – Ms. Zanesky is waiting to receive Proof of Loss from the adjuster. TOG has already collected $1.25 million, an additional amount of $243,098 is still to be collected upon signature of Proof of Loss.
GHS Performing Arts Center – Ms. Zanesky waiting to receive Proof of Loss from the adjuster for signature. TOG has already collected $150,000, an additional amount of $258,811.63 is still to be collected upon signature of Proof of Loss.

GHS Mechanical Room – Ms. Zanesky reported that $50,000 has been received but due to the subrogation of the claim, the process was taking longer to complete. The heating exchanger has been installed. The BOE Business Office is to provide the final costs so that Ms. Zanesky can make the final demand.

Tools for Schools Program – Surveys completed by staff before deadline of October 31; team “walk-throughs” are being scheduled. Ms. Zanesky will participate in selected “walk-throughs” to monitor inspections.

Cyber Liability Insurance – Ms. Zanesky confirmed that information about TOG proactive cyber security initiatives are being relayed through the insurance broker to the carrier to document TOG changes that could result in premium reduction. Although not anticipated until policy renewal, the Committee and staff wish to be kept informed to learn the impact of their efforts.

3. Internal Audit Report
   - Discussion on the School Lunch Program Follow-up Audit
     Mr. Mynarski commented on the follow-up undertaken as the result of allegations by a Greenwich citizen about the wrongdoing in the School Lunch program. The request for the external auditor to expand testing has been executed and more will be known after RSM’s exit interview that will take place on December 5.

   - Discussion of the Internal Audit Position
     Mr. Mynarski commented that 15 applications had been received, 4 interviews were scheduled but HR and Mr. Mynarski were dissatisfied with applicants lack of direct experience of applicants. While considering the option of reposting the position, the suggestion that the Internal Audit function might be privatized is being explored as a short-term alternative with RSM and Blum Shapiro. Costs and timing were discussed. It was decided that the Two-year Annual Audit Plan should be reviewed to consider what volume of work could be accomplished and how to prioritize audits through the end of the fiscal year while awaiting a new hire. A special meeting will be scheduled on November 18, 2019 at 10:00 A.M. for further discussion of the Audit Plan and costs.

4. Old Business
   - Board of Education Capital Project Review – Blum Shapiro Report Update
     The Blum Shapiro presentation is rescheduled to a later date.
   - June 30, 2019 Annual Audit Update
     The Annual Audit legal letter is in the process of being reviewed by the Law Department. RSM presentation of the Audit will take place at the December 5, 2019 meeting.

5. New Business
   - Pending Litigation
     An Executive Session, with Mr. Fox in attendance, is planned for the December 5 meeting to discuss charges about the Committee, a specific Committee member and learn how the legal process is proceeding.

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, second by Mr. Weisbrod, the Committee voted to adjourn the meeting at 10:24 A.M. Motion carried.

The Special Audit Committee Meeting is scheduled for November 18, 2019 at 10:00 A.M. The next Regular Audit Committee Meeting is scheduled for December 5, 2019 at 8:30 A.M. in the Gisborne Room.

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Catherine Sidor, Recording Secretary

SUBJECT TO APPROVAL

David Weisbrod BET Audit Committee Chairman

**Schedule of 2019 Audit Committee Meetings**

November 18, 2019 (Monday) at 10:00 A.M.
December 5, 2019 (Thursday) at 8:30 A.M.