

**TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION**

**AUDIT COMMITTEE MEETING MINUTES
Monday, April 18, 2022**

Present

Committee: Michael Basham, Chairman; William Drake, Jeffrey S. Ramer

Staff: Peter Mynarski, Comptroller; Shira Davis, Executive Assistant to Comptroller

BET: Dan Ozizmir, BET Chairman

The meeting was called to order at 9:01 A.M.

1. Approval of the BET Audit Committee Meeting Minutes

Upon a motion by Mr. Drake, seconded by Mr. Ramer, to approve the minutes of the BET Audit Committee Regular Meeting held on March 9, 2022, the Committee voted 3-0-0. (Mr. Weisbrod absent). Motion carried.

2. Internal Audit

• **Department of Public Works Building Divisions Audit Update**

Mr. Mynarski reported that CliftonLarsonAllen (CLA) has completed the operational walk-throughs and internal audit testing. CLA is in the process of drafting the Internal Audit Report. The report will be shared with Building Inspection personnel and the Assessor for their review, questions and feedback. CLA plans to present a draft report to the Committee at the June 2022 meeting.

• **Human Resources Health Insurance Administration Audit Update**

Mr. Mynarski reported that CLA has completed the operational walk-throughs. They have developed and shared the internal audit program with the Benefits Administrators. CLA will be onsite to test transactions at the very end of April or beginning of May. CLA plans to present a draft report to the Committee at the July 2022 meeting.

• **Update on Upcoming Outsourced Internal Audits**

Mr. Mynarski stated that he has alerted the respective Town and Public-School Purchasing Departments that their operations will be the subject of internal audit reviews this summer; from June through August. He added that he expects the purchasing audits should produce reports during the September and October meetings.

3. Risk Management

- The Risk Manager had no reports for the Committee. Mr. Ramer inquired about the annual insurance renewal process. Mr. Mynarski responded that the Risk Manager and insurance broker, will report during the June and July Audit Committee meetings.

4. Old Business

- **Request for Proposal (RFP) for Auditing Services for Years Starting July 1, 2022**

Mr. Mynarski had previously commented that two responses to the RFP had been received and scored. He noted that the Audit Committee had scored the two responses and the low bidder was forwarded to the Law Department, Risk Manager and Purchasing Department to meet legal sufficiency, insurance requirements and purchasing compliance. The contract is almost completed and will go before the next Audit Committee meeting for acceptance of contract.

- Mr. Drake made a motion, seconded by Mr. Basham, to recommend to the full Board of Estimate and Taxation, the hiring of RSM US LLP, at their May 2022 meeting for another five-year contract. The motion carried 3-0-0 (Mr. Weisbrod absent)

- **At Fault Accident Policy Update**

There was no update on the AT Fault Accident Policy.

5. New Business

- No business to report.

6. Items for future BET Audit Committee Meetings

- “Lessons Learned” regarding Legal Settlements

Mr. Mynarski told the Committee that he would contact the Law Committee and the Town’s Town Attorney to coordinate a Lessons Learned session, preferably for a June 2022 meeting. It was suggested that the meeting would have to be held in executive session and Mr. Mynarski would confirm, if so needed.

7. Adjournment

Upon a motion by Mr. Basham, seconded by Mr. Drake, to adjourn the meeting at 9:46 AM, and the Committee voted 3-0-0 (Mr. Weisbrod absent). Motion carried.

The next meeting of the BET Audit Committee is scheduled for Tuesday, May 3, 2022 at 9:00 A.M. in the Mazza Conference Room.

Peter Mynarski, Recording Secretary

Michael Basham, Chairman, Audit Committee