



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

AUDIT COMMITTEE MEETING MINUTES

Friday, January 14, 2022

Webinar

Present

Committee: Michael Basham, Chairman; William Drake, Jeffery S. Ramer, David Weisbrod

Staff: Kim Ambrosecchia, Manager Business Office, Parks & Recreation; Peter Mynarski, Comptroller; Megan Zanesky Esq., Risk Manager

BET: Dan Ozizmir, Chairman; Nisha Arora, Laura Erickson, Leslie Moriarty

Guests: Lindsey Intrieri, Director West Hartford, Clifton Larson Allen LLP; Michael Mason, Consultant, Labor Relations; Jeffrey Ziplow, Senior Partner, Clifton Larson Allen

The meeting was called to order at 8:30 A.M.

Approval of the BET Audit Committee Meeting Minutes

Upon a motion by Mr. Drake, seconded by Mr. Weisbrod, to accept the Minutes of the BET Audit Committee Regular Meeting of December 16, 2021 as amended, the Committee voted 4-0-0. Motion carried.

Internal Audit

• **Police Special Duty/Side Jobs Audit Update**

Mr. Ziplow commented that testing was underway on Police hours, vehicle billing and exceptions. Findings, observations and recommendations will be completed prior to the next meeting. Mr. Mynarski noted that this topic was a high-risk area in other towns and the internal audit is being conducted to test and validate its revenue controls.

• **Draft Internal Audit Plan for Fiscal Years 2021-2022 and 2022-2023**

Mr. Mynarski commented that the FY2021-2022 **Building Department Permits** and **EE Benefit Payment Controls** internal audits will follow the conclusion of the Police Special Duty/Side Jobs Audit.

Internal audits being considered for Fiscal Year 2022-2023:

- Municipal Town and Greenwich Public Schools (GPS) Purchasing Departments Procurement Process Audit
- Greenwich Capital Projects Audit (5 large projects over \$1 million)
- Grant Management Process(es) Assessment Audit

- Tax Collector Audit
- School Lunch Program Follow-up (DEFERRED)
- Greenwich Library and Perrot Memorial Library (ON HOLD)
- Review of Previous Completed Audits to discuss timing of next review

Old Business

- **CLA (CliftonLarsonAllen LLP) Engagement Letter for Outsourced Internal Audits for Fiscal Years 2021-2022 & 2022 – 2023.**
 - The Committee discussed the complexity of Westport’s Town/BOE model to understand how it broadened audit work. It was decided that four internal audits would be named in the Fiscal Year 2022-2023 CLA Engagement Letter: Municipal Town and Greenwich Public Schools (GPS) Purchasing Departments Procurement Process Audit; Greenwich Capital Projects Audit (5 large projects over \$1 million); Grant Management Process(es) Assessment and Audit; and Tax Collector Audit.
 - Mr. Mynarski recommended that should an emergency internal audit be necessary, there would be time to add it as a fifth audit to the FY2022-2023 schedule.

Upon a motion by Mr. Ramer, seconded by Mr. Drake, to approve the FY2022-2023 Audit Plan subject to potential changes, the Committee voted 4-0-0. Motion carried.

Risk Management

- **Introduction for new members to Risk Management at the Town of Greenwich**

Ms. Zanesky described her professional background, professional affiliations and position responsibilities as Risk Manager for the Town and Board of Education. She described the scope of her accountabilities as development of risk avoidance and mitigation tactics, loss policies and procedures including the Town’s insurance program’s budget, Claims and lawsuits versus the Town, contracts for risk transfer and subrogation, pursuit of federal and state reimbursement (FEMA) and interacting with the Town Law Department to present “Lessons Learned” programs for future application.

New Business

- **Request for Proposal (RFP) for Auditing Services for years starting July 2022**

Mr. Mynarski described the previous short list of bidders to Annual Audit RFPs as RSM, Blumshapiro and O’Connor Davies. The RFP would be circulated shortly, and responders’ interviews will be scheduled in March/April for the Audit Committee’s participation.

Items for future BET Audit Committee Meetings

- The Nathaniel Witherell Write-Off Update (Deferred until March)
- Development of “Lessons Learned” analytic framework and tools for labor contract negotiations
- Discussion of BET Liaisons role in labor contract negotiations

- Gallagher update on US public entity insurance
- Discussion of uncollectible taxes for recommendation to the March BET meeting

Adjournment

Upon a motion by Mr. Ramer, seconded by Mr. Weisbrod, to adjourn the meeting at 10:01 AM, and the Committee voted 4-0-0. Motion carried.

Catherine Sidor

Catherine Sidor, Recording Secretary

Michael E. Basham

Michael Basham, Chairman, Audit Committee