

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

AUDIT COMMITTEE WEBINAR MINUTES

Tuesday, April 14, 2020
Zoom Webinar Virtual Meeting

Present

Committee: William Drake, Chairman; Andreas Duus, Laura Erickson, David Weisbrod

Staff: Jenny Larkin, Information Technology (IT) Department (DEPT); Craig Jones (IT); Peter Mynarski, Comptroller; Megan Zanesky, Esq., Risk Manager

BET: Michael Mason, Debra Hess, Jeffrey S. Ramer, Karen Fassuliotis, Leslie Moriarty

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

1. Acceptance of the BET Audit Committee Meeting Minutes

Upon a motion by Ms. Erickson, seconded by Mr. Weisbrod, the Committee voted 4-0-0 to accept the Minutes of the BET Audit Committee Regular Meeting of March 11, 2020. Motion carried.

2. Internal Audit

• Update on the Internal Audit Position

Comptroller Mynarski commented that two members of the Audit Committee, Mr. Duus and Mr. Weisbrod will participate during the interviews of the three finalists for the Internal Auditor position next week. The Interview Committee will include Ms. Pepe, Director Human Resources (HR Dept.), Mr. Mynarski, Comptroller and Ms. Mahoney (Assistant HR Director).

3. Risk Management Overview

• Discussion regarding insurance coverage issues – COVID 19

The Risk Manager, Ms. Zanesky, related details of a recent discussion with Ms. Rausch of A.J. Gallagher & Co. about both upcoming policy renewals and which policies might be applicable to losses during the Coronavirus pandemic. She was advised that property carriers plan to deny claims related to COVID19 and the Coronavirus as there is no “trigger” to the policies. There are no known named exclusions within the Town’s policy, however, FEMA and other agencies may be the best route for recovery. Ms. Zanesky remarked that she had made inquiries to colleagues in neighboring towns and, as President of the state chapter of Public Risk Management Association (PRIMA), is collecting information to learn what options colleagues were pursuing.

• Discussion regarding FEMA Reimbursement Debriefings – COVID 19

The Committee asked Ms. Zanesky about various types of damage the Town was experiencing that might be reimbursed through FEMA. She explained that loss of revenue due to business interruption or program cancellation; additional expenses incurred by departments such as Parks & Recreation, Health, Human Services and the Board of Education for cleaning, distance learning and other expenses. All Town Departments are

tracking expenses incurred due to the Coronavirus (COVID19) pandemic in special assigned MUNIS accounts and coding systems for future FEMA and other federal and/or state agency reimbursements. Ms. Zanesky was asked to look into separate business interruption insurance policies for the Town.

4. Old Business

- **Contract with Blum Shapiro for Internal Audit Services**

Mr. Mynarski updated the Committee on the challenges encountered launching Blum Shapiro Internal Audit Services. The initial two scheduled audits are the Greenwich Public Schools (GPS) Lunch Program and the Student Activity Fund. The closure of schools early in March hindered site inspections and staff interviews; these two audits will be rescheduled. Of the remaining three planned audits (Holly Hill Transfer Station, Dorothy Hamill Skating Rink and Town Marinas), Mr. Mynarski agreed to follow-up with the Office of the First Selectman (OFS) to learn whether a site inspection and outdoor interviews could be undertaken at the Transfer Station. The Committee reviewed the advantages and disadvantages of three options: beginning the three audits before a new staff Internal Auditor was hired, after hiring the new staff Internal Auditor, or cancelling the contract. Mr. Mynarski explained that the \$98 thousand fee was a FY20 expenditure and therefore would be encumbered. Candidates with municipal and internal audit experience were sought. Mr. Weisbrod noted that the Committee had voted to clarify the scope of the Transfer Station audit at the previous meeting.

5. Items for future BET Audit Committee Meetings

- Discussion of Holly Hill Transfer Station audit scope of work
- Discussion of possible efficiencies and economies when the Blum Shapiro contract is activated

6. Executive Session – Discussion of Cyber Security Updates

The Committee voted unanimously to enter Executive Session at 9:13 A.M.

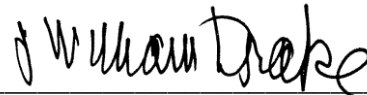
The Committee voted unanimously to exit Executive Session at 9:40 A.M.

7. Adjournment

Upon a motion by Mr. Duus, seconded by Mr. Drake, the Committee 4-0-0 to adjourn the Meeting at 9:45 A.M. Motion carried.



Catherine Sidor, Recording Secretary



William Drake, Audit Committee Chairman

Schedule of 2020 Audit Committee Meetings

May 5, 2020 (Tuesday) – Possible Virtual Meeting

June 4, 2020 (Thursday) - Gisborne Conference Room, 1st Floor

July 9, 2020 (Thursday) - Gisborne Conference Room, 1st Floor
August (no meeting)
September 10, 2020 (Thursday) - Gisborne Conference Room, 1st Floor
October 9, 2020 (Friday) - Gisborne Conference Room, 1st Floor
November 5, 2020 (Thursday) – Gisborne Conference Room 3rd Floor
December 17. 2020 (Thursday) - Gisborne Conference Room, 1st Floor