



**TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
AUDIT COMMITTEE MEETING MINUTES
Tuesday, May 3, 2022
Cone Room**

Present

Committee: Michael Basham, Chairman; William Drake, Jeffrey S. Ramer
(David Weisbrod – absent)

Staff: Peter Mynarski, Comptroller; Megan Damato, Esq., Risk Manager; Thomas Klein, Chief Information Officer; Winthrop Brignoli, Data Integration Specialist

BET: Dan Ozizmir, BET Chairman; Leslie Tarkington, Leslie Moriarty

Guest: Joanne Wurst, CyberDefenses Inc. CyberSecurity Program Manager, Eddie Block, CyberDefenses Inc. Chief Technology Officer, Mikhail Beasley, CyberDefenses Inc. Chief Information Security Officer, Tracey Adkins, Chief Information Security Officer, Greenwich Public Schools, Michael Ting, Chief Technology Officer, Greenwich Public Schools

The meeting was called to order at 9:00 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 April 18, 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 Department of Public Works Building Division audit and has received final comments from the Building Department. He stated that the draft audit has been circulated to the Audit Committee members and it will be resent approximately a week before June 7, 2022 Audit Committee meeting. CLA plans to present the draft report to the Committee at the June 7, 2022 meeting.

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

Mr. Mynarski reported that Health Insurance Administration Audit is in progress and expected to be ready for presentation by CLA at the June 7, 2022 Audit Committee meeting.

The Audit Committee went into recess at 9:09 A.M. in order to wait for the Risk Manager's presence. The Audit Committee came out of recess at 9:20 A.M.

3. Risk Management

- **Tools for Schools Update**

Ms. Damato informed the Committee that all of the Tools for Schools surveys, which were lengthy form, had been forwarded electronically. She stated that there were no major issues and any of the minor issues in the surveys had been addressed. Ms. Damato told the Audit Committee that Tools for Schools was a State of Connecticut program that was optional and not mandatory. She stressed that the programs stress compliance with air quality issues.

Mr. Ramer inquires as to whether issues related to the Covid 19 pandemic were part of the Tools for Schools program. Ms. Damato said not at this time. They are being handled separately by the school district.

- **At Fault Accident Policy Update**

Ms. Damato told the Committee that she had met with Assistant Town Attorney Aamina Ahmad and our third-party Liability, Automobile and Property Claims Administrator, PMA Management Corporation of New England, and that they had strongly advised not to put an At Fault Accident Policy into a formal written document. Mr. Ramer agreed with the opinions offered and stated that the Town did not want to be in a position, through discovery, that the Town could place itself in a negative position with any future litigation connected to discoverable documents in Town At Fault accidents.

It was collectively agreed by the Audit Committee and the Risk Manager that this issue has been fully vetted and no longer a topic for the Audit Committee. The Risk Manager, working with the Town's Finance Department, will continue to assign culpability for each Town owned vehicle accidents with their associated costs and charge to the appropriate general ledger accounts.

4. Old Business

- None

5. New Business

- None.

6. Items for future BET Audit Committee Meetings

- "Lessons Learned" regarding Legal Settlements

Mr. Mynarski stated that he has requested a legal opinion about requesting a Law Department opinion regarding lessons learned presentations when there are existing "non-disparagement" agreements in place.

- Mr. Mynarski informed the Audit Committee that the outside auditors, RSM US LLP will be coming to the June 7, 2022 meeting for their normal annual audit discussion.

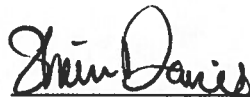
7. Executive Session

Upon a motion by Mr. Drake, seconded by Mr. Ramer, the Committee voted 3 to 0 to go into Executive Session at 9:40 A.M. to discuss Cybersecurity.

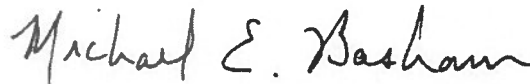
Upon a motion by Mr. Drake seconded by Mr. Ramer the Committee voted 3 to 0 to come out of Executive Session at 10:49 A.M. to come out of Executive Session.

8. Adjournment

Upon a motion by Mr. Ramer, seconded by Mr. Drake, to adjourn the meeting at 10:50 AM, and the Committee voted 3-0-0. Motion carried.



Shira Davis, Recording Secretary



Michael Basham, Chairman, Audit Committee