



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

AUDIT COMMITTEE MEETING MINUTES

Wednesday, September 16, 2020
Virtual Webinar Meeting

Present

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

Staff: Kimberly Ambrosecchia, Business Operations Supervisor, Parks & Recreation Department; Peter Mynarski, Comptroller; Demetria Nelson, Commissioner, Human Services Department; Megan Zanesky, Esq., Risk Manager

BET: Michael Mason, BET Chairman; Miriam Kreuzer, Elizabeth K. Krumeich, Jeffrey S. Ramer, Leslie Tarkington

BOE/GPS: Sean O'Keefe, Chief Operating Officer, Greenwich Public Schools (GPS)

Public: Tony Turner; Jeffrey Ziplow, CISA, Partner, Blumshapiro

The meeting was called to order at 9:04 A.M.

1. Acceptance of the BET Audit Committee Meeting Minutes

Upon a motion by Ms. Erickson, seconded by Mr. Drake, the Committee voted 4-0-0 to accept the Minutes of the BET Audit Committee Regular Meeting (Virtual) of July 9, 2020 as amended. Motion carried.

2. Old Business

None

3. Items for future BET Audit Committee Meetings

The Committee discussed an anticipated schedule of the remaining blumshapiro audits for its upcoming meeting Agendas with Mr. Ziplow and Mr. Mynarski. Schedule as follows:

- October Agenda - Skating Rink Audit Report. In addition, Blumshapiro plans to commence the Transfer Station audit by communicating with Mr. Mynarski and Ms. Seibert, DPW Commissioner.
- November Agenda - The Marina audit report and a draft of Town Attorney Marino's Legal Letter is to be presented for discussion. Mr. Mynarski reminded the Committee that the legal letter proposes settlements needed for RSM's annual Town audit and for Fiscal Year 2022 budgeting.
- December Agenda - The Holly Hill Transfer Station Tipping Fee audit is promised for

December.

- January Agenda - The School Lunch audit is being prepared concurrently with the Tipping Fee audit. Although students are not currently attending the High School, records of GHS Food Service are available immediately for blumshapiro to review.

Mr. Duus suggested that a list of the past decades' audits would be helpful for Committee planning purposes.

4. Internal Audit

Update on blumshapiro Internal Audit Reports in progress

Mr. Mynarski reviewed the Audit Report process with the Committee and commented that it remained consistent with previous audit, although the blumshapiro presentation format differed slightly: 1) Draft circulated to Committee for questions; 2) Draft provided to interviewed interviewee Management for comment; 3) Draft updated with Management comments and circulated to Committee one week before Audit Committee discussion; 4) Audit Report approved by the Audit Committee.

Mr. Ziplow, blumshapiro Partner, reported that the Student Activities Fund audit was ready for discussion in the immediately following Executive Session. The Skating Rink audit was being finalized in blumshapiro's quality control process. The Marina audit report is in its audience testing phase being readied for the Committee's November meeting and will be shared with RSM, the Town's external auditor, subsequent to the Committee's review. The Holly Hill Transfer Station Tipping Fee audit is being readied for the Committee's December meeting so that its results can be shared with RSM, the Town's external auditor. The School Lunch audit will be presented in January.

Blumshapiro Draft Report pm the Board of Education Student Activity Funds Audit

Executive Session discussion: Internal Audit – Discussion of the BOE Student Activity Funds Audit:

- The Committee voted 4-0-0 to enter Executive Session to discuss the Student Activity Funds Audit at 9:34 A.M.
- The Committee voted 4-0-0 to exit Executive Session at 10:12 A.M.

5. Risk Management

Executive Session: Cybersecurity Discussion and Updates:

- The Committee voted 4-0-0 to enter Executive Session to discuss Cybersecurity Updates at 10:13 A.M.
- The Committee voted 4-0-0 to exit Executive Session at 11:38 A.M.

6. **Adjournment**

The Committee unanimously voted to adjourn the Meeting at 11:38A.M.
Motion carried.



Catherine Sidor, Recording Secretary



William Drake, Audit Committee Chairman

Schedule of 2020 Audit Committee Meetings

October 9, 2020 (Friday) - ZOOM
November 5, 2020 (Thursday) – ZOOM
December 17, 2020 (Thursday) - ZOOM