



**TOWN OF GREENWICH
BOARD OF ESTIMATE AND TAXATION
AUDIT COMMITTEE MEETING MINUTES
Tuesday , October 3, 2023
Cone Room**

Present

Committee: Harry Fisher, Chairman; William Drake (via telephonic call-in), Jeffrey S. Ramer, David Weisbrod

Staff: Megan Damato, Director of Risk Management; Peter Mynarski, Comptroller

BET: Karen Fassuliotis, Leslie Moriarty, Dan Ozizmir

Guest: Brad Markowitz, The Nathaniel Witherell (TNW) Board Chairman, Nisha Hurst, TNW Board Member, Joan Lynch, TNW Director of Financial Operations, John Mastronardi, TNW Executive Director

Committee Chair Fisher called the meeting to order at 9:05 A.M.

1. Approval of the BET Audit Committee Meeting Minutes of September 12, 2023

Upon a motion by Mr. Ramer, seconded by Mr. Weisbrod, the Committee voted 3-0-1 (Drake abstained) to approve the minutes of the September 13, 2023 BET Audit Committee meeting. Motion carried.

2. Internal Audit

• Acceptance of Completed Internal Audit Reports

○ Capital Projects Audit – Review and Acceptance of Report

.No action taken on this item, deferred to the November 2023 Audit Committee Meeting.

○ Medicare/Medicaid Cost Reporting Internal Controls assessment services – Review and acceptance of Report

Mr. Ramer made a motion, seconded by Mr. Weisbrod to accept the Medicare/Medicaid Cost Reporting Internal Controls Report by a vote of 4-0-0. Motion approved.

○ The Nathaniel Witherell Payroll Audit - Review and acceptance of Report

Mr. Ramer made a motion, seconded by Mr. Weisbrod to accept the Nathaniel Witherell Payroll Audit Report by a vote of 4-0-0. Motion approved.

- **Greenwich Public Schools Payroll Audit – Status Update**

Mr. Mynarski gave the Committee an update on the Greenwich Public School (GPS) Payroll Audit. He told the Committee that the payroll operations were reassigned at the GPS from the Human Resources Department to the Business Office Management Operations under Blaize Levitan. This delayed the start of the audit. The audit scope, at the request of Mr. Levitan, was expanded. The audit has started, and it was requested to have it expedited by Mr. Levitan. Mr. Mynarski stated that they should have a draft report by the December 2023 Audit Committee meeting.

- 3. **Risk Management**

- **Insurance Broker Request for Proposal (RFP) Update**

Ms. Damato and Mr. Mynarski informed the Committee that the Town received four (4) bids for the expiring insurance broker contract. The selection committee consists of Ms. Damato, Mr. Mynarski and Abby Wadler, Assistant Town Attorney. The selection committee rated the incumbent firm of Gallagher and Company highest and is working on a contract for rehire. The current contract expires in mid-December 2023.

- 4. **Old Business**

- **Vote on The Nathaniel Witherell (TNW) Lessons Learned Write Up**

Mr. Fisher reported that the Law Department had issues with the report and there was no vote on the item.

- **TNW Report regarding status of FY2023 write off and progress o outsourcing billing and financial management.**

Ms. Lynch reported that the FY 2023 write off number is almost final at \$1.3 million dollars. Mr. Mynarski told the Committee that they can vote on the final figure at the November 2023 Audit Committee meeting.

Mr. Mastronardi and Ms. Lynch gave the Committee an update on the various operations at The Nathaniel Witherell relative to outsourced billings, zero based budgeting and overall financial management issues. Ms. Lynch reported that the contract with PKF O'Connor Davies expired June 30, 2023, that Tom Marion had left the firm, but was being responsive to TNW for old matters under a consulting agreement he has with PKF. She further reported that TNW expects to transition away from PKF for Medicaid / Medicare cost reporting for the fiscal year ended September 30, 2023, possibly engaging CLA going forward.

- 5. **New Business**

- None

- 6. **Items for future BET Audit Committee Meetings**

- None

- 7. **Executive Session**

- None

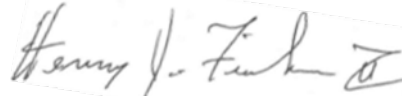
8. **Adjournment**

Upon a motion by Mr. Weisbrod, seconded by Mr. Ramer, the Committee voted 4-0-0 to adjourn the meeting at 10:13 A.M. Motion carried.

Respectfully submitted,



Peter Mynarski, Recording Secretary



Henry J. Fisher II, Chairman, Audit Committee