Present Committee: David Weisbrod, Chairman; Andreas Duus, Debra Hess, Jill K. Oberlander

Staff: Melinda Frame, Internal Auditor; Peter Mynarski, Comptroller

BOE: Ralph Mayo, Interim Superintendent Greenwich Public Schools

BET: Leslie Moriarty, Leslie Tarkington,

The regular meeting was called to order at 12:04 P.M.

Mr. Weisbrod welcomed the Committee, staff and attendees.

1. Acceptance of the BET Audit Committee Meeting Minutes

Upon a Motion by Ms. Oberlander, seconded by Mr. Duus, the Committee voted 3-0-1 to accept the Minutes of October 19, 2018 as amended. (Abstained: Hess)

Upon a Motion by Ms. Hess, seconded by Mr. Duus, the Committee voted 4-0-0 to accept the Minutes of October 23, 2018.

2. Internal Audit Report

- Board of Education Capital Project Review – BET Education Liaison Ms. Hess reported that she and Ms. Moriarty, worked with Interim Superintendent Mayo, Ms. O'Donnell, BOE Chief Operating Officer, and a representative of BlumShapiro Consulting, to review the revised Process Review scope of work as well as suggestions for selecting the sampling of capital projects for review. In subsequent follow-up meetings, one which included TOG Budget Director Geiger, and TOG Internal Auditor Frame, the group discussed who the construction or maintenance project interview candidates would be. BlumShapiro estimated that the interviewing portion of the project would be accomplished in two weeks and the full project completed within 6-8 weeks. It is hoped that a summary draft of information will be ready before the BOE January 31 presentation during BET Budget Committee Departmental Hearings.

Ms. Moriarty reiterated that the Project would look at processes, deficiencies, how projects were implemented and BlumShapiro would be reporting to BOE’s Mr. Mayo and Ms. O'Donnell, BET Education Liaisons Ms. Moriarty and Ms. Hess and Mr. Geiger prior to a presentation to the BET.

3. Risk Management

- Cos Cob School Insurance Claim Update – Mr. Mynarski present Ms. D’Amato’s Risk Management Report. He stated that a new adjustor had been hired to work
closely with vendors to ensure that the scope of work and associated costs would meet the standards for maximum reimbursement. A $100,000 cash advance has been received from Chubb Insurance Group and work is expected to be complete for students to return their classrooms at the Cos Cob School by January 2, 2019.

- **GHS Flooding Incident** - Mr. Mynarski alerted the Committee to a new flooding incident that took place at GHS on Friday, November 16, resulting from the breakage of water heater exchange equipment. Assessment of damage and cost estimates is being developed. Ms. Oberlander proposed the possible installation of a flood alert system in GPS in the future.

4. **Old Business**
   - **Suggestions and calendar change to update the Internal Audit schedule** – Ms. Frame enumerated plans to follow up on previous audits in the Town Clerk’s office, Tax Collector Office, Senior Center and Parking Services.
   - Ms. Hess indicated she had previously sent a list of suggestions for future internal audits and would resend the list for discussion at the next meeting.

5. **New Business**
   - **Status of Annual Audit preparation for BET December meeting** – Mr. Mynarski commented that the annual audit process was going well. It was noted that a draft CAFR is anticipated on December 6, followed by a presentation to the Audit Committee on December 13 and to the BET on December 17. Ms. Oberlander suggested inviting the full BET to the Audit Committee December 13 meeting.

6. **Items for Future BET Audit Committee Meetings**
   - ADP Payroll and Retirement Data after conversion to new record-keeping vendor
   - BOE Student Activity Fund
   - DH Skating Rink
   - DPW Environmental Survey & Specific Project Plan
   - DPW Holly Hill Transfer Station
   - TNW Inventory Control
   - Invitation to the Police Department to discuss its IT System security (Risk Manager)
   - Update Audit Committee calendar of annual events;
   - Internal audit to generate guidelines for communication and reports
   - Revisit Lessons Learned Memo of TOG legal problems and settlements

7. **Adjournment**

   The Committee voted unanimously to adjourn the meeting at 12:53 P.M.

**Schedule of 2018 & 2019 Audit Committee Meetings**

December 13, 2018 (Thursday) at 8:30 A.M. Gisborne Room
January 10, 2019 (Thursday) at 8:30 A.M.
February 1, 2019 (Friday) at 8:30 A.M.
March 7, 2019 (Thursday) at 8:30 A.M.
April 11, 2019 (Thursday) at 8:30 A.M.
May 9, 2019 at (Thursday) 8:30 A.M.
June 4, 2019 (Tuesday) at 8:30 A.M.
July 11, 2019 (Thursday) at 8:30 A.M.
August (No Meeting)
September 12, 2019 at 8:30 A.M.
October 10, 2019 at 8:30 A.M.
November 14, 2019 (Thursday) at 8:30 A.M.
December 5, 2019 (Thursday) at 8:30 A.M.

Catherine Sidor
Catherine Sidor, Recording Secretary

David Weisbrod BET Audit Committee Chairman