Kalvet J. Back

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INVESTIGATION AND AUDIT COMMITTEE

TOWN COUNCIL MAJORITY OFFICE

TOWN CLERK EAST HARTFORD

DECEMBER 5, 2017

PRESENT

Ram Aberasturia, Temporary Chair; Councillors Linda Russo and Esther

Clarke

ALSO

Marcia Leclerc, Mayor

PRESENT

Michael Walsh, Finance Director

Linda Trzetziak, Assistant Finance Director

Kim Nguyen, Accounting Assistant Vanessa Rossitto, Blum Shapiro Jessica Aniskoff, Blum Shapiro

Paul Mainuli, Director of Business Services, East Hartford Public Schools Joanne Zatarain, East Hartford Public Schools, CPA, Business Services

CALL TO ORDER

Temporary Chair Aberasturia called the meeting to order at 12:04 p.m.

NOMINATION OF OFFICERS

Chair

MOTION

By Linda Russo

seconded by Esther Clarke

to nominate Ram Aberasturia as Chair of the Investigation & Audit

Committee.

Motion carried 3/0.

<u>Secretary</u>

MOTION

By Ram Aberasturia

seconded by Esther Clarke

to nominate Linda Russo as Secretary of the Investigation & Audit

Committee.

Motion carried 3/0.

ADOPTION OF RULES GOVERNING MEETINGS

MOTION

By Esther Clarke

seconded by Linda Russo

to adopt Robert's Rules of Order as the rules that shall govern

parliamentary procedure at all subcommittee meetings, with the exception

that (1) the Chair shall not be required to restate the motion of any Council member unless requested by another Councillor, or when in the discretion of the Chair, such restatement is necessary to avoid any confusion as to the motion; and (2) where such rules are in conflict with the provisions of the State Statutes, the Town Charter, or Town

Ordinances.

Motion carried 3/0.

ESTABLISHMENT OF MEETING DATES

MOTION

By Esther Clarke

seconded by Linda Russo

to hold meetings at the call of the Chair.

Motion carried 3/0.

STORAGE OF RECORDS

NOITOM

By Esther Clarke

seconded by Linda Russo

to store records in the Town Council office.

Motion carried 3/0.

APPROVAL OF MINUTES

March 8, 2017 Meeting

MOTION

By Esther Clarke

seconded by Ram Aberasturia

to approve the minutes of the March 8, 2017 meeting as corrected on

March 13, 2017.

Motion carried 2/0. Abstain: Russo

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

NEW BUSINESS

Receive and Accept the Draft of the Comprehensive Annual Financial Report (CAFR) for fiscal Year ended June 30, 2017.

Mike Walsh, Finance Director, led a discussion on the results of the audit for the fiscal years ending June 30, 2017. Director Walsh believes that the town has posted solid numbers for the year. He indicated that there was a freeze on hiring. Vanessa Rossitto, Partner at Blum Shapiro, discussed various components of the Federal Single Audit and the State Single Audit, both of which were completed by Blum Shapiro.

MOTION

By Esther Clarke

seconded by Linda Russo

to accept the draft of the Comprehensive Annual Financial Report as

presented by BlumShapiro, the town's auditors, for fiscal year ending June 30, 2017.

Motion carried 3/0.

<u>Authorization for the Finance Director to Issue a Request for Proposal (RFP) for the Town's Independent Auditor</u>

Finance Director <u>Mike Walsh</u> presented the Request for Proposal (RFP) to the Committee. The RFP is for a 5-year bid, approved annually by the Town Council.

MOTION

By Esther Clarke

seconded by Linda Russo

to authorize the Finance Director to seek proposals (RFP) for auditing

services.

Motion carried 3/0.

Selection of Town Department for Procedural Audit

There was a discussion regarding which town department should be selected for a procedural audit. <u>Mike Walsh</u>, Finance Director, was asked to issue an RFP for a Network Systems Penetration Test for the town's and Board of Education's computer systems.

MOTION

By Linda Russo

seconded Esther Clarke

to request the Finance Director to send out an RFP for I.T. Penetration

Testing at a cost not to exceed \$10,000.00.

Motion carried 3/0.

ADJOURNMENT

MOTION

By Linda Russo

seconded by Esther Clarke to **adjourn** at 12:49 p.m. Motion carried 3/0.

C: Town Council

Mayor Leclerc
Mike Walsh, Finance Director
Linda Trzetziak, Assistant Finance Director
Kim Nguyen, Accounting Assistant
Vanessa Rossitto, Blum Shapiro
Jessica Aniskoff, Blum Shapiro
Paul Mainuli, Director of Business Services,

Paul Mainuli, Director of Business Services, East Hartford Public Schools Joanne Zatarain, East Hartford Public Schools, CPA, Business Services