

APPROVED
STATE OF CONNECTICUT
MUNICIPAL ACCOUNTABILITY REVIEW BOARD (MARB)

REGULAR MEETING MINUTES
Hartford Subcommittee of the MARB

Meeting Date and Time: Thursday, June 24, 2021 10:00 AM – 12:00 PM

Meeting Location: This was a virtual meeting. Meeting materials may be accessed at the following website:
<https://portal.ct.gov/OPM/Marb/West-Haven-Committee-Meetings-and-Materials>

Call-In Instructions:

Telephone Number: (860) 840-2075

Meeting ID: 894 756 196

Members in Attendance: Kimberly Kennison (OPM Secretary designee), Christine Shaw (State Treasurer designee), David Biller, Matthew Brokman, Mark Waxenberg

City Officials in Attendance: Jennifer Hockenhull, Kimberly Campagna

OPM Staff in Attendance: Julian Freund

I. Call to Order & Opening Remarks

The meeting was called to order at 10:07 AM.

II. Approval of Minutes:

a. May 27, 2021 regular meeting

Mr. Waxenberg made a motion, with a second by Mr. Biller, to approve the minutes. The minutes were approved with abstentions by Mr. Brokman, Mr. Biller and Ms. Shaw.

III. Review and Discussion: Mitigation Measures Action Plan

Ms. Hockenhull provided the Subcommittee with an overview of a status report on the City's mitigation measures that are part of the 5-Year Plan. Detail will be added and descriptions revised on an ongoing basis. Ms. Kennison noted that some of the measures have been included in prior 5-Year Plans, and the status report will be a tool for monitoring progress in closing projected future budget gaps. Plans for implementing the mitigation measures are at various stages of development with timelines and responsible parties fully developed for some measures. Some require further development. The Subcommittee discussed the format of the report with some suggestions for tracking savings that have been realized and distinguishing those from additional revenues that have been realized. Additional detail on the status of collection efforts, including collections for private duty was also suggested. Data from other internal reports the City is using to track grants, procurement and energy efficiency measures may be suitable for incorporating into the status report by reference. The status report will be presented monthly for the Subcommittee. Ms. Kennison added that the

budget should also be reviewed to determine whether an overly-conservative approach is taken when budgeting certain revenues or expenditures.

IV. Other Related Business

Ms. Campagna outlined the audit schedule. The FY 2021 books will be closed in mid-August followed by several weeks of preliminary field work by the auditor. The auditor will return in November to begin audit work with a draft of the financial statements expected during the first week of December, and submittal of the final audit by December 31.

V. Adjourn

Ms. Shaw made a motion to adjourn, with a second by Mr. Waxenberg. The meeting adjourned at 10:40 AM.