

**APPROVED**  
STATE OF CONNECTICUT  
MUNICIPAL ACCOUNTABILITY REVIEW BOARD (MARB)

REGULAR MEETING MINUTES  
Hartford Subcommittee of the MARB

**Meeting Date and Time:** Thursday, October 20, 2022, 10:00 AM – 11:30 PM

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

**Call-In Instructions:**

Telephone Number: (860) 840-2075

Meeting ID: 404 245 232

**Members in Attendance:** Kimberly Kennison (OPM Secretary designee), David Biller, Mark Waxenberg, Robert White

**City Officials in Attendance:** Leigh Ann Ralls, Phillip Penn

**OPM Staff in Attendance:** Julian Freund

I. Call to Order & Opening Remarks

The meeting was called to order at 10:01 AM.

II. Approval of Minutes:

a. June 23, 2022 regular meeting

Mr. Waxenberg made a motion to approve the minutes with a second by Mr. Biller. The motion passed unanimously.

III. Update: Budget Mitigation Measures

Ms. Ralls provided an update on the City's budget mitigation measures. The City conducted a tax deed sale in June. The City had initially focused on 47 properties for the auction. A number of redemptions were completed prior to the auction, with only eleven properties remaining for auction. The combined revenues from the auction and redemptions was \$1.88 million. The next tax deed sale is anticipated around March 2023. Ms. Ralls also described the City's processes for collecting non-tax receivables. Recent grant awards and grant applications in progress were summarized. The City's workers compensation triage line which was initiated in July 2021 for the Public Works Department has been expanded to include the Police Department and is expected to expand to the rest of City operations in December. The program has saved an estimated \$35,000 this year. The Fire Department will be added at a later date. A project manager position that was tasked to focus on lean programs and other cost savings efforts has been vacant since approximately April, with hopes

to fill the position some time this fiscal year. The cross-departmental team working on facility and fleet management savings has updated the City's vehicle usage policy and is working on adding GPS to all City vehicles.

Addressing a question regarding staffing, Ms. Ralls noted that positions in the Tax Collectors Office and one in the Assessor's Office may be filled soon. Procurement has multiple project manager vacancies. Several senior accountant positions and one junior accountant position are vacant. Two budget analyst positions are also open. In response to a question from Mr. Waxenberg, Ms. Ralls indicated that two of the challenges to filling positions have been with salaries and ability to offer remote work options.

IV. Update: FY 2022 Audit

Ms. Ralls reported that auditors are expected to begin their field work on October 31<sup>st</sup>. Ms. Kennison asked if the City was having any difficulty in meeting new GASB standards, in particular GASB 87. Ms. Ralls said that the City had contracted for outside help with managing the conversion to comply with GASB 87 and GASB 93.

V. Other Related Business

Mr. Freund reported that OPM has been working to resolve issues concerning contractual language with the consulting firm selected to provide an analysis of the Board of Education health insurance costs.

He also advised the Subcommittee that the City has requested mediation assistance in its contract negotiations with the Municipal Lawyers Association. A staff attorney from the Office of Labor Relations has been assigned to provide mediation assistance.

Lastly, a suggestion was made to take up the conversation regarding special education again beginning with the next meeting. If legislative proposals are to be made for the upcoming session of the General Assembly, the Subcommittee would need to begin its work now. Mr. Penn commented that the district's greatest immediate needs are additional funding and a larger pool of candidates to fill special education positions. Creating or enhancing a feeder pipeline for special education teachers would help the district to build its internal capacity to provide services and programming. Mr. Waxenberg asked to revisit language he has previously proposed.

VI. Adjourn

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