

APPROVED

STATE OF CONNECTICUT
MUNICIPAL ACCOUNTABILITY REVIEW BOARD (MARB)

REGULAR MEETING MINUTES
West Haven Subcommittee of the MARB

Meeting Date and Time: Tuesday, October 20, 2020 10:00 AM – 12:00 PM

Meeting Location: This was a telephonic 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: Meeting participants may use the following telephone number and access code

Telephone Number: (860) 840-2075

Meeting ID: 466 088 99

Members in Attendance: Kimberly Kennison (OPM Secretary designee), Christine Shaw (State Treasurer designee), Robert White

City Officials in Attendance: Mayor Rossi, Frank Cieplinski, Matt Cavallaro, Council President Quagliani, Council Member Hoskie

OPM Staff in Attendance: Bill Plummer, Julian Freund, Michael Milone

I. Call to Order & Opening Remarks

The meeting was called to order at 10:05 AM, with no quorum present.

II. Approval of minutes: September 22, 2020

This item was tabled due to lack of quorum.

III. Update: Corrective Action Plan FY 2019 Audit Findings

City staff updated the Subcommittee on the status of each of the items in the corrective action plan. Among the open items are remedies to address a finding regarding bidding documentation and processes. The Subcommittee discussed the status of a Purchasing position which was funded to be filled January 1, 2021. An internal employee has been identified for the position and is currently working in Payroll. That employee will remain in Payroll until the ADP project has been implemented and then transition to the Purchasing role. Members discussed the potential to accelerate the hiring process, and any possibility of utilizing budgeted Contingency funding. A payroll position, that is also expected to handle benefits management responsibilities, has been posted. The subcommittee discussed the position and its place in the organizational structure. Mr. Cieplinski noted that he expects a finding regarding capital assets will be closed. That item will depend on receiving the required information from the Allingtown Fire District. Mr. Cavallaro discussed the status of steps to address the Student Activities Fund. The Board of Education will be

seeking software to manage the Student Activities Fund. Ms. Kennison noted that, based on the City's latest update, nine prior year findings appear to be resolved. Up to six items may carry forward into the next audit report.

IV. Update: Status of FY 2020 Close and Audit Process

The City reported that the auditors have begun their onsite testing. Some data from external sources has just been received, including IBNR for heart & hypertension and workers compensation, while some data is still outstanding, such as OPEB information. The City anticipates meeting the 12/31/20 deadline for submittal of the audit. Ms. Kennison suggested that a closing meeting be scheduled to provide the auditor with an opportunity to discuss any anticipated audit findings with the City.

V. Update: Status of HR Corrective Action Plan

a. ADP implementation

Mr. Tiernan reported that the corrective actions in the HR Action Plan have been nearly completed with very few outstanding items. The City also reported on the status of the ADP implementation project. The system is projected to go live in December. Open issues include establishing how employee time will be captured for different employees, whether by time clock, computer entry or mobile phone app. A lack of in-house expertise on employee benefits also needs to be resolved. Mr. Cavallaro reported that he will be providing the vendor with benefit plan information related to the BOE within the week. The hiring of the payroll and benefits position may resolve the employee benefits issue to some extent.

VI. Next Steps re: Segal analysis of self-insured and State Partnership health costs for BOE

The Subcommittee received a report prepared by Segal Consulting estimating potential savings that could be achieved by a transition of Board of Education employees to the State Partnership health plan. A presentation of the findings in the analysis will be provided at a subsequent subcommittee meeting. A recommendation from the BOE and City regarding whether to transition to the State Partnership plan will be finalized by the end of the calendar year. If the decision is made to transition some or all BOE groups to the Partnership, a transition plan should be completed by the end of February to allow time to make the change effective July 1, 2021.

VII. Adjourn

The meeting concluded at 10:53 AM.