

DRAFT
STATE OF CONNECTICUT
MUNICIPAL ACCOUNTABILITY REVIEW BOARD (MARB)

REGULAR MEETING NOTICE AND AGENDA
West Haven Subcommittee of the MARB

Meeting Date and Time: Thursday, September 23, 2021 10:30 AM – 12:00 PM
(Rescheduled from 9/21/21)

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: Meeting participants may use the following telephone number and access code

Telephone Number: (860) 840-2075

Meeting ID: 628 137 696

Members in Attendance: Kimberly Kennison (OPM Secretary designee), Christine Shaw (State Treasurer designee), Patrick Egan, Stephen Falcigno, Thomas Hamilton, Robert White

City Officials in Attendance: Mayor Rossi, Frank Cieplinski, Matthew Cavallaro, Lee Tiernan

OPM Staff in Attendance: Michael Milone (OPM Liaison), Julian Freund

I. Call to Order & Opening Remarks

The meeting was called to order at 10:34 AM.

II. Approval of minutes:

a. July 20, 2021 Regular Meeting

A motion to approve the minutes was made by Mr. White with a second by Mr. Hamilton. The motion passed unanimously.

III. Review and Discussion: FY 2021 MOA and Open Issues

Ms. Kennison noted that a letter was sent by Secretary McCaw to the City on September 17 advising the City that multiple requirements in the FY 2021 Memorandum of Understanding with the City remain open. Mayor Rossi advised that the City had not yet received the Mr. Freund provided an overview of portions of a report on the status of the City's compliance with the requirements in the FY 2021 Memorandum of Agreement with OPM. Among the items that remain open are the rollout of Munis training in response to findings in a 2018 report, implementation of measures to address a 2019 report regarding operations of the Personnel Department, and measures related to Information Technology planning. Mr. Cieplinski describe the City's current plan for implementing Munis training. Munis is currently not providing any on-site training due to the pandemic, and is offering remote training only. Once Munis can be brought on site, train-the-trainer sessions will be provided. The City is also working on a policies and procedures manual that must be established in order to finalize the business rules within the Munis system. Mr. Milone noted that a

procurement consultant has been contracted by the City to assist with the City's purchasing process, including bidding procedures and documentation.

Mr. White asked what action the MARB will be asked to take as an outcome of the information provided. Ms. Kennison explained that an assessment of the City's compliance takes place annually as part of the Secretary's determination of the amount of Municipal Restructuring Funds to be distributed to the City. The City's operating results for FY 2021 will factor into the decision. Mr. Freund added that the statute regarding Municipal Restructuring Funds requires that the Secretary determine the distribution amounts with advice and input from the MARB. The review of the compliance status report is also a lead-in to obtaining from the City revised timelines that the City will adhere to. Mr. Falcigno said that he is disturbed that items from up to three years ago have not been completed. Other members expressed similar concerns over issues that have not been addressed. The next step is to get a report from the City with timelines. This will assist the MARB members in providing comment and input to the Secretary.

IV. Other Business

Mr. Cieplinski update the Subcommittee on the audit schedule. The auditors made their first on-site visit last month. Their next on-site appointment has not been set yet. He added that the on-time delivery of the audit could be jeopardized by the current Accounts Payable vacancy. Ms. Kennison asked that another update be provided at the next Subcommittee meeting.

Ms. Kennison asked that the City be ready to provide its plan for use of ARPA funding. A suggestion was also made for the City to plan out its process for engaging with public, local businesses, non-profits, and other stakeholders in prioritizing the use of the funds.

The City has filled the Personnel Director position. Mayor Rossi indicated that individual has 25 years of human resources experience. In response to a question about experience, she noted the individual has no municipal government experience, but does have experience in a union environment.

V. Adjourn

A motion to adjourn was made by Mr. Egan with a second by Mr. White. The meeting adjourned at 11:34 AM.