

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

**REGULAR MEETING MINUTES**  
West Haven Subcommittee of the MARB

**Meeting Date and Time:** Tuesday, February 22, 2022 10:00 AM – 11:15 AM

**Meeting Location:** This was a virtual meeting. Meeting materials may be accessed at the following website:  
[Municipal Accountability Review Board \(ct.gov\)](https://www.ct.gov/marb)

**Call-In Instructions:**

Telephone Number: (860) 840-2075

Meeting ID: 544 457 2#

**Members in Attendance:** Secretary McCaw, Christine Shaw (State Treasurer Designee), Patrick Egan, Stephen Falcigno, Thomas Hamilton, Robert White

**City Officials in Attendance:** Mayor Rossi, Louis Esposito, Frank Cieplinski, Pamela Alvino, Wilma Petco (Procurement Consultant), Jumaine Samuels

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

I. Call to Order & Opening Remarks

The meeting was called to order at 10:04 AM.

II. Approval of minutes:

a. January 25, 2022 Regular Meeting

Mr. Hamilton made a motion to approve the minutes with a second by Mr. Falcigno. The minutes were approved unanimously.

III. City Credit Card Policy and Procedures

Secretary McCaw noted that the matter of potential misuse of the City's credit card had been raised at a recent City Council meeting. At her direction, Ms. Kennison had contacted the City to advise the card be deactivated and the City adopt controls on the use of a City credit card. The City presented its current policy on the use of the credit card. Mr. Esposito said that he has managed the credit card since 2017. The City currently has only one credit card. He said that he has had difficulty getting receipts in a timely manner from departments. A recent communication to departments and a form for receipt submittal was issued recently in response to that problem. Mr. Esposito pre-authorizes purchases on the credit card, but the purchases are made directly by the departments. Secretary McCaw raised concerns with the credit card policy that the City had forwarded to the board. A credit card policy should include the assignment of different credit card

numbers to departments, dollar thresholds for charges, and specification of commodities that may be purchased with the card.

Members discussed how accountability for proper use of the credit card is enforced and whether misuse of the card had occurred prior to the recent implementation of a policy and form. Mr. Esposito said that no fraudulent use of the credit card by City departments in the four years he has managed the card. Secretary McCaw noted the number of policies and procedures that the City needs to develop in various areas and OPM may need to direct additional resources toward ensuring they are developed and implemented expeditiously.

#### IV. Update: CohnReznick Audit

Ms. Kennison reported that CohnReznick had completed their field work the prior week and have begun work on their report. One issue that remained unresolved was that the City had yet to reconcile their final grant expenses to payroll records.

#### V. Update: Board of Education FY 2023 Recommended Budget

Mr. Freund updated the board on the status of the Board of Education FY 2023 budget. The FY 2023 budget was approved on January 18. The budget requests level funding from the General Fund, with grants providing an additional \$16 million to fund operations. BOE staff will attend the March Subcommittee meeting to provide additional detail. Members are encouraged to submit any questions or requests for additional information in advance of the March meeting. Secretary McCaw and Mr. Hamilton suggested that the BOE identify how it will make up for ARPA and ESSER funding, or any other non-recurring funding, in future years.

#### VI. Update: MOA Action Plans

##### a. Human Resources (Personnel Dept.)

Ms. Alvino presented the Human Resources action plan which addresses the recommendations from the 2019 HR Consulting Group report. Certain recommendations that had previously been reported as completed were reviewed and validated as complete by Ms. Alvino. She anticipated requesting at least one additional position in Human Resources to be dedicated to the payroll function.

##### b. Staffing Plan

Ms. Alvino provided an overview of the current status of the recruitment process for vacant positions. An offer for the Procurement Director position has been accepted with an anticipated start date around March 21. A Junior Financial Analyst position has also been filled with an anticipated start date around March 7. Candidates for the Personnel Generalist have not had the combination of HR and payroll backgrounds that the previous posting required. Ms. Alvino noted her recommendation that a separate payroll specialist position be created which would allow for the HR Generalist be posted with just the generalist duties.

The remaining topics under this agenda item were deferred due to time limitation.

##### c. Information Technology

##### d. Purchasing/Accounts Payable

##### e. Corrective Action Plan

VII. Update: ARPA Funds Plan

Discussion was deferred due to time limitation.

VIII. Other Business

None.

IX. Adjourn

Ms. Shaw made a motion to adjourn, with a second by Mr. Egan. The meeting adjourned at 11:15 AM.