

**Finance, Audit and Budget Committee Meeting**

**Tuesday, September 15, 2020  
450 Columbus Boulevard, Hartford  
Virtual GoToMeeting**

**This virtual meeting will be live streamed for public access.**

**Draft Minutes (Subject to change)**

Members Present: Mr. Allan B. Taylor, Chair  
Ms. Martha Paluch Prou  
Mr. Robert Trefry (Ex Officio Member)

Others Present: Mrs. Kathy Demsey, Chief Financial Officer  
Mr. Levy Gillespie, Director, Equal Employment Opportunity  
Mrs. Nora Chapman, Supervising Accounts Examiner,  
Office of Internal Audit

Members Absent: 1

The meeting was called to order at 9:30a.m.

**I. Approval of Minutes – November 30, 2018**

A motion was made by Mr. Taylor, seconded by Ms. Paluch Prou, and unanimously adopted to approve the minutes of the Finance, Audit and Budget Committee (Committee) meeting on November 30, 2018.

Vote: Yes: Mr. Taylor and Ms. Paluch Prou  
No: 0  
Abstained: 1  
Absent: 0

**II. Office of Internal (OIA) (Mrs. Nora Chapman)**

Approval of the Office of Internal Audit Fiscal Year 2019-2020 and Fiscal Year 2020-2021 Audit Plans. Mrs. Chapman briefly discussed the Office of Internal Audit's (OIA) Annual Audit Plan (Plan) for fiscal year 2019-2020 and gave a more detailed presentation of the Audit Plan for fiscal year 2020-2021. The audit and project areas of the 2020-2021 Plan include federal and state single audit reviews, Connecticut Technical Education and Career System (CTECS) reviews, Education Cost Sharing (ECS) grant review, charter and magnet schools, forms review analysis, consultant support/on-site monitoring reviews, Auditors of Public Accounts (APA) liaison activity, training and administration and special examinations/projects.

Mr. Taylor moved, Ms. Paluch Prou seconded, that the Committee recommend to the full State Board of Education to approve the Office of Internal Audit's fiscal year 2019-2020 and 2020-2021 Audit Plans.

Vote: Yes: Mr. Taylor and Ms. Paluch Prou  
No: 0  
Abstained: 0  
Absent: 0

**III. Financial Matters (Mrs. Kathy Demsey)**

Mrs. Demsey stated to the Committee that the first quarter financial report was completed with no concerns or recommendations for the Department.

**V. Affirmative Action (Mr. Levy Gillespie)**

Mr. Gillespie gave an update on the status of the Affirmative Action Plan.

At 10:30a.m. the meeting was adjourned.

Recorded by Nora Chapman, Supervising Accounts Examiner, Office of Internal Audit

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