

Finance, Audit and Budget Committee Meeting

Thursday, November 4, 2021
450 Columbus Boulevard, Hartford
Plaza Level North – Conference Room E

Minutes (Approved March 16, 2022)

Members Present: Mr. Donald Harris, Jr., Chair
Ms. Bonnie Burr
Mr. Allan B. Taylor
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

The meeting was called to order at 9:06am.

- I. Nora welcomed everyone and talked about the changes of the new committee members and expertise on the old members.
- II. **Introduction:** Mrs. Chapman introduced the new and former Committee members and stated briefly, the structure of the Office of Internal Audit and the relationship with the agency and the Commissioner of Education.

III. Approval of Minutes – September 15, 2020

A motion was made by Mr. Harris to postpone the approval of the minutes until the next Committee meeting (in January 2022), the motion was seconded by Ms. Burr.

Vote: Yes: 4
No: 0
Abstained: 0
Absent: 0

IV. Office of Internal (OIA) Audit Agenda Items (Mrs. Nora Chapman)

Mrs. Chapman advised the Committee that she will be retiring at the end of January 2022 and that the office would need to have her position filled as soon as possible to maintain the functions of OIA to continue without constraints. The Committee members voiced concerns of this issue and will request to meet with the Commissioner of Education to discuss the importance of this issue. She explained the staffing positions in the office being short staffed and the heavy workload with the impact of working with additional agencies (CTECS and the Office of Early Childhood).

Mrs. Chapman explained the relationship of OIA and the Committee stating there are four meetings annually. Mrs. Chapman discussed with the Committee the OIA Annual Audit Plan which will go to the Connecticut State Board of Education for approval. Additionally, Mrs. Chapman discussed the status of on-going and current projects.

The Committee made a motion to accept and move the OIA Annual Audit Plan to be presented and approved by the Connecticut State Board of Education (State Board).

A motion was made by Mr. Harris to move the 2021-2022 Audit Plan for approval to the State Board, the motion was seconded by Ms. Burr. (All Committee members accepted, none opposed.)

V. Financial Matters (Mrs. Kathy Demsey)

Mrs. Demsey provided the Committee with an overall review explaining the various grant programs, state/federal funding, and the associated grant timelines. She explained the additional funding the Department received under the Federal Covid Relief programs. Mrs. Demsey went on to describe the functions of the fiscal unit that not only assists the Department, but also CTECS and the Office of Early Childhood. She noted that the contracts person in the fiscal office left the Department, and that position must be filled. The OIA works closely with the CFO's office ensuring policy and procedures which involve the Auditors of Public Accounts.

VI. Affirmative Action Matters (Mr. Levy Gillespie)

Mr. Levy Gillespie, Equal Employment Opportunity Director, provided the Committee with a brief description on the Affirmative Action Office activities, staffing and the work on the affirmative action plan. He explained to the Committee members that the office works with the Department, CTECS and the Office of Early Childhood. Mr. Gillespie stated that hiring policies and procedures are administered by the Department of Administrative Services. In addition, Mr. Gillespie recently developed an Employee Advisory Committee that meets monthly on diversity in the agency.

V. Other Matters:

Mr. Harris stated that the next meeting will be in January 2022 and there will be four meetings annually, and meetings will be virtual until further notice.

At 10:07am a.m. the meeting was adjourned.

Recorded by Patricia Johnson, Secretary, Office of Internal Audit

Approved: March 16, 2022