

## Finance, Audit and Budget Committee

Meeting Wednesday, March 16, 2022  
450 Columbus Boulevard, Hartford  
Plaza Level North – Conference Room E

### Minutes

(Approved December 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

Absent: 1, Mr. Robert Trefry (Ex Officio Member)

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

#### I. Approval of Minutes – September 15, 2020, and November 4, 2020

A motion was made by Mr. Harris, seconded by Ms. Burr and Mr. Taylor, and unanimously adopted to approve the minutes of the Finance, Audit and Budget Committee (Committee) meeting on September 15, 2020, and November 4, 2020.

Vote: Yes: 3  
No: 0  
Abstained: 0  
Absent: 1

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

Mrs. Chapman addressed the Committee by giving her current status. She retired from the Office of Internal Audit in February but came back as a Temporary Worker Retiree (TWR). TWR's can work up to 120 days in a calendar year. Mrs. Chapman will remain in the Supervising Accounts Examiner position until the position is filled.

The OIA is currently involved in various projects associated with the 2021-2022 Annual Audit Plan. Mrs. Chapman stated that the separation of CTECS from the Department of Education will be effective June 30, 2022. The OIA will no longer be responsible for the audit of with CTECS after the separation. OIA is currently working on projects involving the CTECS, the Child Nutrition Bureau, the Charter School Office, Summer Enrichment Program, and State and Federal Single Audits. The Committee inquired about the process of CTECS having their own Auditing Unit. Mrs.

Chapman explained that CTECS will hire staff so that they can have their own Auditing Unit. The Auditors of Public Accounts will continue to audit CTECS as well.

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

Mrs. Demsey provided the Committee with an update on the upcoming ESSER reporting requirements for school districts. She explained that her office is working with the vendor to create a data collection tool in eGMS from which we will upload the data to the USDOE.

**IV. Affirmative Action Matters (Mr. Levy Gillespie)**

Mr. Gillespie stated to the Committee that the Department's Affirmative Action Plan period ended in February and the process began in March to develop the Department's new Plan. He explained that his Office will be separating from CSDE to go with CTECS, and the Equal Employment Opportunity Director at the Department of Administrative Services will begin assisting the Department in the transition. Mrs. Demsey explained that a Memorandum of Agreement with the Department of Administrative Services was signed, and the transition began in March.

**V. Other Matters: None**

Mr. Harris adjourned the meeting seconded by Ms. Burr and Mr. Taylor. At 9:54a.m. the meeting was adjourned.

Recorded by Patricia Johnson, Secretary, Office of Internal Audit

**Approved: December 16, 2022**