

Finance, Audit and Budget Committee Meeting

Friday, December 16, 2022
450 Columbus Boulevard, Hartford
4th floor North – Conference Room A

Minutes (Approved March 29, 2023)

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

Others Present: Mrs. Nora Chapman, Supervising Accounts Examiner,
Office of Internal Audit

Members Absent: Mrs. Kathy Demsey, Chief Financial Officer (1)

The meeting was called to order at 10:01am.

I. Approval of Minutes – March 16, 2022

A motion was made by Mr. Bonnie Burr, seconded by Mr. Allan Taylor, and unanimously adopted to approve the minutes of the Finance, Audit and Budget Committee (Committee) meeting on March 16, 2022.

Vote: Yes: Ms. Burr and Mr. Taylor
No: 0

II. Office of Internal of Internal Audit (OIA) - (Mrs. Nora Chapman)

Mrs. Chapman reviewed the Office of Internal Audit's 2022-2023 Annual Audit Plan with the Committee members. The Committee approved the Office of Internal Audit's plan.

The Committee was updated on the status of projects the OIA is involved in currently. The projects include CTECS CO-853 loss reports, SDE and OEC Federal and State Single Audit reviews, Forms Review, the review of the Fixed and Final Education Cost Sharing Grants, the Charter School Renewals, and various special projects.

Mrs. Chapman updated the Committee regarding the concerns of OIA's staffing. The office is at a critical time with retirements and staff leaving for promotional opportunities. The positions are not being filled in a timely manner. These positions will affect the office being able to function at a normal capacity to full fill mandatory OIA and departmental requirements and procedures. The Committee addressed their concerns in this matter and will address OIA's staffing concerns with SDE management.

III. Financial Matters (Mrs. Kathy Demsey)

No discussion.

At 10:33a.m. the meeting was adjourned.

Recorded by Patricia Johnson, Secretary, Office of Internal Audit