

Finance, Audit and Budget Committee Meeting

Monday, May 21, 2018
450 Columbus Boulevard, Hartford
10th floor North – Conference Room A

Approved Minutes

Members Present: Mr. Allan B. Taylor, Chair
Mr. Joseph Vrabely
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 9:44am.

I. Approval of Minutes – February 28, 2018

A motion was made by Mr. Vrabely, seconded by Mr. Taylor, and unanimously adopted to approve the minutes of the Finance, Audit and Budget Committee (Committee) meeting on February 28, 2018.

Vote: Yes: Mr. Taylor and Mr. Vrabely
No: 0
Abstained: 1
Absent: 0

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

Approval of the Office of Internal Audit Fiscal Year 2018-2019 Audit Plan
Mrs. Chapman discussed the Office of Internal Audit (OIA) Annual Audit Plan (Plan) for fiscal year 2018-2019. She explained that the State Department of Education is currently working to fill position vacancies within the OIA which may have an impact on the 2018-2019 Plan.

The audit and project areas of the 2018-2019 Plan include federal and state single audit review, Connecticut Technical Education and Career System (CTECS), Education Cost Sharing (ECS) grant review, charter and magnet schools, forms review analysis, consultant support/on-site monitoring reviews, certified public accounting (CPA) quality assurance, Auditors of Public Accounts (APA) liaison activity, training and administration and special examinations/projects.

Mr. Taylor moved, Mr. Vrabely seconded, that the Committee recommend to the full State Board of Education to approve the Office of Internal Audit fiscal year 2018-2019 Audit Plan.

Vote:	Yes	Mr. Taylor and Mr. Vrabely
	No	0
	Abstained	0
	Absent	0

III. Financial Matters (Mrs. Kathy Demsey)

Mrs. Demsey distributed the third quarter financial report. She discussed the current and upcoming status of the Department's budget based on various programs, projects and school districts. She also discussed recently passed legislation relative to the minimum budget requirement (MBR).

IV. Affirmative Action Matters (Mr. Levy Gillespie)

Mr. Gillespie discussed with the Committee the need for targeted initiatives to address specific incidents regarding culture and climate within the Connecticut Technical Education and Career System.

At 10:53am. the meeting was adjourned.
Recorded by Patricia Johnson, Secretary, Office of Internal Audit