

Finance, Audit and Budget Committee Meeting

**Friday, November 30, 2018
450 Columbus Boulevard, Hartford
8th floor North – Conference Room A**

Draft Minutes (Subject to change)

Members Present: Mr. Allan B. Taylor, Chair
Mr. Joseph Vrabely
Mr. Robert Trefry (Ex Officio Member) absent

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: 2

The meeting was called to order at 9:11a.m.

I. Approval of Minutes – September 12, 2018

A motion was made by Mr. Taylor, seconded by Mr. Vrabely, and unanimously adopted to approve the minutes of the Finance, Audit and Budget Committee (Committee) meeting on September 12, 2018.

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

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

Mrs. Chapman updated the Committee on the personnel status of the office. The OIA consists of four staff including an Accounting Career Trainee who started in November of this year.

Mrs. Chapman provided an overview of the status of the various audits and projects being performed by the Office of Internal Audit (OIA) staff including:

- Federal and Single Audit Reviews
- Charter School Renewal Visits
- Grant Forms Review
- CTECS Audit Activities
- Other Grant Related and Special Reviews

III. Financial Matters (Mrs. Kathy Demsey)

Mrs. Demsey distributed and discussed the first quarter financial report.

At 9:51a.m. the meeting was adjourned.

Recorded by Patricia Johnson, Secretary, Office of Internal Audit