



Westport Board of Finance Audit Sub-Committee Minutes, February 3, 2020

Members: Sheri Gordon (Chair), Andrea Moore

Also present: Lynn Scully, Gary Conrad, Sheila Carey, Peter Ratkiewich, Scott Sullivan

Room 309, 10:02 am

Item A: Administrative

1. The subcommittee approved minutes for the meeting of December 2, 2019.

Item B: Internal Audit

2. The subcommittee reviewed management responses to 19-02 Transfer Station Assessment as presented by Mr. Ratkiewich and Mr. Sullivan.
3. Ms. Scully gave the subcommittee a status update of IA 20-01 Internal Audit of Senior Services Department. After some back and forth regarding contractual language, a contract has been signed and the audit kickoff meeting is scheduled for Feb 10.
4. The subcommittee discussed the Internal Audit Plan. Ms. Scully discussed with the subcommittee that best practices require that it not be static – that it should instead be revised continuously, as new risks and audit priorities arise. An audit of Human Resources and Grant Administration were added to the list. Mr. Conrad mentioned that the police department is considering an audit of evidence room procedures. The subcommittee also discussed adding a review of the circumstances surrounding the Coleytown Middle School remediation project, and a potential review of how we manage facilities.

The meeting was adjourned at 11:06am

Approved 5/18/2020 LRS