



Westport Board of Finance Audit Subcommittee Meeting Minutes

Meeting Agenda, June 12, 2024 12:00 pm

Via Zoom

Present (by Zoom): D. Dobin, R. Hightower, T. Hojnacki, S. Carey, E. Longo, Chief Foti Koskinas (Guest – at beginning of meeting).

1.	<p>Approval of minutes for March 27, 2024 and May 15, 2024.</p> <p><i>Motion to approve: D. Dobin, R. Hightower seconded. Approved 2-0</i></p>
2.	<p>Follow-up discussion on Internal Audit activities: Grant Administration.</p> <p><i>T. Hojnacki presented the key new findings from grant writing and administration discussions with Parks & Rec and Planning & Zoning. The committee agreed departments would benefit from support to identify grants and funding not currently being sourced. Therefore, the Committee agreed that it would be better to understand how an outside organization can support the wide range of departmental activities. The Committee asked T. Hojnacki to arrange an information sharing session with a third party, namely Aston Carter, and the full BOF in September before finalizing its decision.</i></p>
3.	<p>Agreed upon updates to Internal Audit Plan (July 1, 2023 – June 30, 2028).</p> <p><i>Chief F. Koskinas provided background on prior year Internal Audit plan initiatives, namely Railroad Parking and PD Evidence Room. The Committee agreed to deprioritize Railroad Parking because of the efforts involved in developing and managing the operating budget, as well as the high review performed by the State DOT. The Committee agreed to keep the PD Evidence Room on the current initiatives listing.</i></p> <p><i>The Committee asked S. Carey to provide a listing of the inflows and outflows for the past five years of the Capital Non-Recurring Fund.</i></p> <p><i>The Committee asked T. Hojnacki to develop a recommended scope of a potential audit of Park & Rec department. Once reviewed by the Committee, it is expected an RFP will be issued.</i></p> <p><i>Overall, the Committee agreed all other initiatives should remain on the Annual Internal Audit Plan. These initiatives should be reprioritized, especially if there is a change in key departmental leadership.</i></p> <p><i>T. Hojnacki was asked to update the Internal Audit Plan document.</i></p>

4. Reviewed External Audit Plan.

S. Carey provided a summary of key external audit activities and dates. The schedule is consisted with prior years.

Motion to adjourn: D. Dobin, second Hightower. 2-0.

Meeting adjourned at 1:03 pm.