

Finance, Audit and Budget Committee Meeting

Thursday, August 21, 2014
Room 232, State Office Building
165 Capitol Avenue, Hartford

Approved Minutes

Members Present: Mr. Allan B. Taylor, Chair
Mr. Stephen P. Wright

Others Present: Ms. Pamela V. Charland, Assistant to the Commissioner and
State Board of Education
Ms. Kathy Demsey, Chief Financial Officer
Mr. Levy Gillespie, Director, Equal Employment Opportunity
Ms. Gloria McCree, Director, Office of Internal Audit

Members Absent:

The meeting was called to order at 9:58a.m.

I. **Approval of Minutes – May 29, 2014**

A motion was made by Mr. Taylor, seconded by Mr. Wright, and unanimously adopted to approve the minutes of the Finance, Audit and Department Matters Committee meeting on May 29, 2014.

Vote: Yes: Mr. Taylor, Mr. Wright,
No: 0
Abstained: 0
Absent: 0

II. **Affirmative Action (Mr. Levy Gillespie)**

Mr. Gillespie gave a brief summary of the SDE Affirmative Action Plan (AAP) which is being reviewed by a Commission on Human Rights and Opportunities (CHRO) Representative. Once the review is complete, the CHRO Representative will make a recommendation to approve/disapprove the AAP at the next Commission Meeting on September 10, 2014.

III. **Finance Matters (Ms. Kathy Demsey)**

A. Process for Submitting Agency Budget Requests for 2015-2016/2016-2017 (Current Services, Capital, Budget Reduction, expansion)
Ms. Demsey updated the Committee on the submission of the Department's upcoming biennial budget requests which are based on anticipated spending. This information is submitted to the Office of Policy and Management, reviewed by the Governor's Office and is based on the Department's current services, programs and staffing.

IV. **Office of Internal Audit Agenda Items (Ms. Gloria McCree)**

Ms. McCree discussed with the Committee the Office of Internal Audit (OIA) 2013-2014 Annual Audit Report. The report provided updates on significant audit activity and; findings and recommendations associated with school construction grants, education cost sharing (ECS) grants, federal and state single audit, charter and magnet schools

financial accountability, forms review and analysis, Connecticut Technical High School Systems (CTHSS) audits, and special audit reviews. Ms. McCree also stated that OIA continues to work with Auditors of Public Accounts and external auditors to ensure that audit work is coordinated and is not duplicative.

Ms. McCree also informed the Committee that effective August 8th two Department of Administrative Services (DAS) auditors who were working under the Memorandum of Agreement (MOA) between DAS and OIA were transferred to DAS. The Office of Internal Audit will provide support to these auditors during the transition.

Ms. McCree stated that during the fiscal year auditors attended training seminars and participated in various webinars sponsored by the Institute of Internal Auditors. The audit standards require that an audit staff possesses the knowledge and skills necessary for the performance of an audit. Staff should maintain and improve their professional proficiency through education and training. By participating in these training opportunities, the knowledge and skill sets of the OIA remain current, the training standard is met and auditors are able to fulfill their continuing education requirements.

At 11:06a.m. the meeting was adjourned.

Recorded by Patricia Johnson, Secretary, Office of Internal Audit