

City of Bristol, Connecticut
Banking & Audit Committee Meeting
March 15, 2019

A meeting of the Banking & Audit Committee of the Board of Finance was held on March 15, 2019 in the 1st Floor Meeting Room of City Hall. The following were in attendance: Committee Members: John Smith, Cheryl Thibeault, and Jake Carrier City: Diane Waldron and Ellen Zoppo-Sassu Blumshapiro: Lindsay Donato.

1. Call to order.

John Smith called the meeting to order at 8:05 a.m.

2. To discuss the Youth Services Operational Assessment with Blum Shapiro and to take any action as necessary.

Lindsay Donato from Blumshapiro reviewed the Youth Services Assessment findings and recommendations. The draft report was reviewed by Eileen McNulty, she submitted her comments and they were reviewed with Diane, Robin, Eileen, Jeff and Lindsay. Lindsay gave a background of the project and overview of the Department and Staff involved in the assessment. The Department manages six grant funds including Drug Free Communities Grant, Local Prevention Coalition Grant, Youth Services Bureau Grant, Enhancement Grant, Juvenile Diversion Grant, and Main Street Community Foundation Grants. Lindsay discussed the process for which these grants are managed within their grant binder, as MUNIS is minimally used by the Staff. There is minimal cash collected by the Department and stored in a safe at Youth Services until it is brought to City Hall for deposit. Overtime was discussed, as Diane explained Eileen assumed because overtime was written into a grant and approved by the Board of Finance it could be spent. However, the policy by union contract is to have your overtime approved by your supervisors, which wasn't being followed. Cheryl suggested having a memo sent to the Mayor authorizing the overtime included in the grant to follow the contract. The Mayor is already addressing this issue.

It is recommended a cash collections policy for Youth Services be developed as the Department needs better control for cash disbursements and collections. Discussion was held on cash used for relocations which are timely and the cash is kept at City Hall in the Comptroller's Office. The current PCard policy has proven cumbersome for the Department, as under the current operations the Department completes the forms and send it to the Comptroller for approval and then the Purchasing Agent who makes the purchase. John stated the Purchasing Committee will be meeting soon and can look into the current policy.

The MUNIS project/grant accounting and project ledger modules are not fully utilized for the management of the Youth Services grants. It is recommended to use these to assist in the management of the grants, especially those that cross fiscal or multiple years.

Tyler Content Management (TCM) is not currently used and it is recommended to utilize and train the staff to use TCM. There are no internal procedure to manage the non-federal match as required by some of the Youth Services grants. Formal procedures should be developed for managing this required match.

Lindsay explained it was found the Youth Services staff are unclear/unsure of operational policies and procedures. This includes grant processes, overtime and attendance, travel and expense reimbursements, purchasing and vendor payments. It is recommended to update, where needed, City policies and procedures for Youth Services staff. It was noted the Policy and Procedures are signed at date of hire, but not reviewed again.

Blumshapiro also reviewed grant documentation for each of the grants and confirmed all grant requirements were being adhered to by the Department through the collection and review of documents provided by the Department. Blumshapiro did not find any areas of noncompliance within the current grants.

Discussion was held on the Department for next year's review and Code Enforcement was discussed as there will be a new person in place he could implement the recommendations.

3. Adjournment.

John Smith made a motion to adjourn at 8:50 a.m.

Respectfully Submitted,

John Smith/jam
John Smith, Chairman