

**AUDIT COMMITTEE
Special Meeting
The Metropolitan District
555 Main Street, Hartford CT
Monday, February 4, 2019**

Present: Commissioners Peter Gardow, Allen Hoffman, Alphonse Marotta, Raymond Sweezy, Alvin Taylor, Richard W. Vicino and District Chairman William A. DiBella (7)

Absent: (0)

Also

Present: Commissioner Domenic M. Pane
Scott W. Jellison, Chief Executive Officer
R. Bartley Halloran, District Counsel
Christopher Stone, Assistant District Counsel
John S. Mirtle, District Clerk
Sue Negrelli, Director of Engineering
Robert Schwarm, Director of Information Technology
Kelly Shane, Director of Procurement
Tom Tyler, Director of Facilities
Robert Zaik, Director of Human Resources
Michael Curley, Manager of Technical Services
Craig Mason, Manager of Labor Relations
Marcy Wright-Bolling, Manager of Human Resources
Rita Kelley, Durational Diversity Project Manager
Karyn Blaise, Controller
Nick Salemi, Special Services Administrator
Carrie Blardo, Assistant to the Chief Operating Officer
Kerry E. Martin, Assistant to the Chief Executive Officer
Victoria S. Escoriza, Executive Assistant

CALL TO ORDER

Chairman Vicino called the meeting to order at 3:33 P.M.

ROLL CALL AND QUORUM

The District Clerk informed the Audit Committee that a quorum was present, and the meeting was declared a legal meeting of the MDC Audit Committee of The Metropolitan District of Hartford County, Connecticut.

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MINUTES

On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of January 3, 2019 were approved.

WHISTLEBLOWER POLICY

To: Audit Committee for consideration on February 4, 2019

As part of the District's annual audit in recent years, the auditors recommended the implementation of a whistleblower policy/fraud tip line. The auditors' recommendation indicates that organizations with a reporting mechanism were more likely to detect fraud through tips than organizations without such policies. In response to the audit recommendations, District staff drafted the attached proposed Whistleblower Policy as modeled after the State of Connecticut's Whistleblower Program.

It is therefore RECOMMENDED that it be

VOTED: That the Audit Committee recommends to the District Board passage of the following resolution:

RESOLVED: That the District Board hereby approves the District Whistleblower Policy and authorizes staff to implement and administer said Policy.

Respectively submitted,

Scott W. Jellison
Chief Executive Officer

No action was taken on this agenda item.

AUTHORIZATION FOR SALE OF DISTRICT PERSONAL PROPERTY

To: Audit Committee for Consideration on February 4, 2019

From: Scott W. Jellison, Chief Executive Officer

Pursuant to prudent personal property management practices and generally acceptable accounting principles The Metropolitan District ("District") desires to sell or otherwise dispose of certain obsolete personal property and equipment having a value of fifty thousand and 00/100 dollars (\$50,000.00) or less.

Be It Resolved: that pursuant to Section 2-12 of the District Charter, the above-referenced sales or dispositions of District personal property and equipment are hereby authorized for the purposes set forth above, upon the above terms and conditions, and such other terms and conditions as the District's Director of Procurement as well as the District Counsel deem appropriate and in the best interests of the District; and be it further

Resolved, that the District's Director of Procurement or his or her designee(s) (collectively, "MDC Staff") are hereby authorized to enter into and execute bills of sale and any and all manner of other documents and to take such other actions as MDC Staff and the District Counsel may deem appropriate and in the best interests of the District in order to effect the above sale; and be it further

Resolved, that no person or entity shall be entitled to rely on, or otherwise claim any benefit by reason of this resolution should any of the MDC Staff fail to execute the aforementioned bills of sale or other documents, or to take any of the other aforesaid actions; and be it further

Resolved, that all approvals and authorizations provided hereby are contingent upon, and shall only be effective on and by means of, the MDC Staff executing such bills of sale and other documents, and taking such actions, all of which shall be, in form and substance, acceptable to the MDC Staff and District Counsel; and be it further

Resolved, that at the end of each fiscal year, MDC staff shall prepare and submit a written report to District Board, or a designated committee, setting forth the sales and/or dispositions of District personal property that were executed pursuant to this resolution during such fiscal year.

Respectively submitted,

Scott W. Jellison
Chief Executive Officer

On motion made by Commissioner Hoffman and duly seconded, the report was received and resolution adopted by unanimous vote of those present.

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

ADJOURNMENT

The meeting was adjourned at 4:05 P.M.

ATTEST:

John S. Mirtle, Esq.
District Clerk

Date of Approval