

BOARD OF FINANCE SPECIAL AUDIT SUBCOMMITTEE MEETING
Tuesday, September 19, 2023, 6:00 pm
Via Webex & In Person
501 Kings Highway, E., Room 295 A/B
Fairfield, CT 06825

A recording of this meeting can be found here: [BOF Special Audit Sub Comm 9/19/2023.](#)

DRAFT MINUTES

MEMBERS PRESENT: Chairman John Mitola, Vice-Chairwoman Mary LeClerc, Lori Charlton
OTHERS PRESENT: CFO Jared Schmitt, Internal Auditor Connie Saxl, FairTV and members of the public

1. Call to Order

Chairman Mitola called the meeting to order at 6:00 pm.

2. Discussion, question and answer session with Town officials regarding "Human Resources Administrative Investigation on Town-Issued Credit Card Purchases" and related issues regarding Town policies on Town-issued credit cards

This meeting was a continuation of the last meeting on 9/11/23 since the BOF Audit Subcommittee still had questions. Mr. Mitola also wanted to review the fraud policy. A discussion began. CFO Jared Schmitt went through the presentation that he and the First Selectwoman were not able to present at the last meeting. Mr. Schmitt went through changes in the policy that were made as a result of this investigation. There are now just 38 Town employees who are still credit card holders. Mr. Schmitt then opened a discussion with the Board. Chair Mitola said he will wait to discuss a fraud policy until HR Director Cathleen Simpson can attend a BOF meeting.

The presentation and discussion can be found in both the backup documents and meeting recording. The link is here: [BOF Special Audit Sub Comm 9/19/2023.](#)

3. Adjourn

Lori Charlton made a motion to adjourn. Mary LeClerc seconded the motion which carried unanimously.

The meeting adjourned at 7:17 pm.

Respectfully submitted,

Pru O'Brien
Recording Secretary