

BOARD OF FINANCE SPECIAL AUDIT SUBCOMMITTEE MEETING

Monday, September 11, 2023, 6:00 pm

**Via Webex & In Person in the 1st Floor Conference Room
Independence Hall, 725 Old Post Road , Fairfield, CT 06824**

A recording of this meeting can be found here: [BOF Audit Sub Comm 9/11/2023.](#)

FINAL MINUTES

MEMBERS PRESENT: Chairman John Mitola, Vice-Chairwoman Mary LeClerc, Lori Charlton

OTHERS PRESENT: First Selectwoman Brenda L. Kupchick, CFO Jared Schmitt, HR Director Cathleen Simpson, HR Assistant Director/Risk Manager Peter Richey, Town Internal Auditor Connie Saxl, FairTV, members of the public

1. Call to Order

Chair John 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

Mr. Mitola gave background on the investigation and the reason for the meeting. First Selectwoman Kupchick and CFO Jared Schmitt had a presentation to make. Lori Charlton gave a statement and additional background. The discussion continued with HR Director Cathleen Simpson speaking about her report on the investigation of employees using the town credit card issued to them and how the findings of the investigation related to the Town's credit card policy. Ms. Charlton had questions that led to further discussion.

The full discussion can be found here: [BOF Audit Sub Comm 9/11/2023.](#)

3. Follow-up discussion/updates on Internal Audit investigations

Chair Mitola will get dates together to continue the discussion on credit card issues and the fraud policy. Mr. Mitola said First Selectwoman Kupchick and CFO Schmitt will make their presentation at that time.

4. Adjourn

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

The meeting adjourned at 8:06 pm.

Respectfully submitted,

Pru O'Brien
Recording Secretary