

Audit Committee

Regular Meeting Minutes

DATE & TIME: May 9, 2023 – 3:00 PM
LOCATION: KL Binder Library, 6th Floor, County Office Building,
244 Fair Street, Kingston, NY
PRESIDING OFFICER: Tracey A. Bartels, Chair
LEGISLATIVE STAFF: Amber Feaster
PRESENT: Legislators Peter Criswell, John Gavaris, and Craig Lopez;
Comptroller March Gallagher; Deputy County Executive Chris Kelly
on behalf of County Executive Jen Metzger
ABSENT: Legislator Kenneth J. Ronk, Jr.
QUORUM PRESENT: Yes
OTHER ATTENDEES: Alicia DeMarco, Deputy Comptroller; Charles Dinstuhl, Office of the
Comptroller; Melissa Szot, and Christopher Kopf, PFK O'Connor
Davies

- Chair Bartels called the meeting to order at 3:00 PM and Deputy Clerk Feaster called the roll.

Motion No. 1: To approve the Minutes of the March 28, 2023 Regular Meeting

Motion Made By: Legislator Criswell
Motion Seconded By: Legislator Gavaris

Discussion: None

Voting In Favor: Legislators Bartels, Criswell, Gavaris, and Lopez
Voting Against: None
No. of Votes in Favor: 4
No. of Votes Against: 0
Disposition: Approved

2022 External Audit of the Annual Financial Statements

Chair Bartels introduced Melissa Szot and Christopher Kopf from PFK O'Connor Davies. Ms. Szot spoke from 3:05 PM to 3:37 PM to inform the Committee of the external audit's timeline, planning procedures, and areas of high risk. Chair Bartels confirmed that there are no consequences to the County missing the Office of State Comptroller's (OSC) deadline for the filing of the County's Annual Update Document (AUD). Deputy County Executive Chris Kelly explained that the Finance Department is currently undergoing a few personnel changes which includes the recent hiring of new individuals. Ms. Szot stated the firm would like to play a big role in the presentation and preparation of the statements, asking that questions are asked early and often throughout the process. Committee members discussed the flow of communication between the parties involved.

Ms. Szot explained the various risks associated with a standard external financial audit and how procedures are designed to minimize the identified risks. Moreover, Ms. Szot spoke to the specific areas of concern identified at this time and the audit’s major focus areas, and answered questions regarding fraud interviews and new GASB pronouncements. Comptroller Gallagher asked for copies of the schedules that the external auditors are requesting. Further discussion pursued on areas of concern and currently ongoing investigations. Ms. Szot and Mr. Kopf answered Committee member questions.

New Business: None.

Old Business:

Compensation Salary Study as required by the Ulster County Fair Pay and Salary Equity Policy established in Resolution No. 26 of 2022

Discussion: Chair Bartels acknowledged that a Request for Proposals (RFP) has been concluded for professional services for the completion of a Compensation Study, noting that four proposals were received in response. Deputy County Executive Chris Kelly stated that the cheapest proposal exceeds the adopted budget by nearly a quarter and asked if the Committee wanted to appoint members to the review committee.

Chair Bartels asked the members if there was any other business, and hearing none;

Motion to Adjourn

Motion Made By: Legislator Gavaris
Motion Seconded By: Legislator Criswell
No. of Votes in Favor: 4
No. of Votes Against: 0

Time: 3:39 PM

Respectfully submitted: Amber Feaster
Minutes Approved: August 29, 2023