

MINUTES OF THE POLICY AND PROCEDURES COMMITTEE
BOARD OF WATER COMMISSIONERS
Wednesday, December 19, 2012

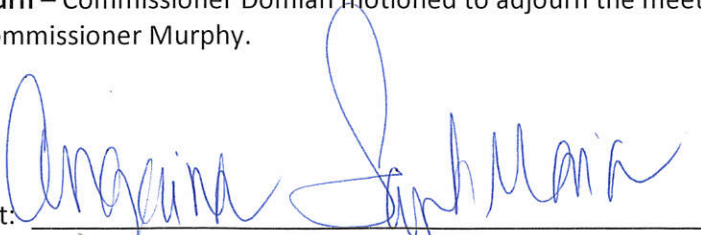
A Special Meeting of the Policy and Procedures Committee of the Board of Water Commissioners was held on Wednesday, December 19, 2012 at the department offices, 605 West Queen Street, Southington, CT.

PRESENT: Angelina Santa Maria, Chair; Thomas Murphy, Commissioner; Michael Domian, Commissioner; Frederick Rogers, Superintendent; William Casarella, Assistant Superintendent; and Ann Marie Anop, Office Supervisor.

1. **CALL TO ORDER** The meeting was called to order by Angelina Santa Maria at 8:00 A.M.
2. Commissioner Murphy motioned to accept the Minutes of the Meeting June 11, 2012. Commissioner Domian seconded the motion. The motion passed on a voice vote.
3. **REVIEW PROCEDURAL AUDIT** – A review of items 1 through 11 of the procedural audit performed by Forensic Accounting Services, LLC took place:
 - a. Item 1 has been completed.
 - b. Item 2 is on hold until a method can be developed to integrate Flexibill (billing system) into Dynamics GP (accounting system).
 - c. Item 3 - the Officer Supervisor shall remain an authorized signature on the bank accounts until the next election of commissioners, when all the signature cards will have to be changed.
 - d. Item 4 has been completed.
 - e. Item 5 – no policy needs to be written but the change in procedure has been implemented.
 - f. Item 6 has been completed.
 - g. Item 7 is no longer applicable since all use of Compensated Absence time has been eliminated.
 - h. Item 8 was discussed at length. Commissioner Santa Maria feels that is not enough time following the Saturday end of the pay period to complete, review and process the payroll for distribution on Mondays. A draft of a new payroll policy will prepared by Ms. Anop for review by the subcommittee.
 - i. Item 9 – Bank information is currently available to the Office Supervisor. The Payroll Clerk as access to the ACH screen. Authorization forms are being completed to give access to the Superintendent and Assistant Superintendent.
 - j. Item 10 has been completed.
 - k. Item 11 will be drafted for the next subcommittee meeting.

Adjourn – Commissioner Domian motioned to adjourn the meeting at 9:20 AM. The motion was seconded by Commissioner Murphy.

Attest:



Angelina Santa Maria, Chair