

The Dormitory Authority of the State of New York Audit Committee Meeting was held by videoconference technology among DASNY's Offices in New York City, 28 Liberty Plaza, New York, New York; 515 Broadway, Albany, New York; and 6047 Transit Road, East Amherst, New York at 4:15 p.m. Tuesday, April 9, 2024.

## **CALL TO ORDER/ROLL CALL**

The following Board Members and Staff were present:

### **Committee Members Present**

Joan Sullivan, Audit Committee Chair - Albany Office  
Beryl L. Snyder, Committee Member - New York City Office  
Hon. Robert Rodriguez, Committee Member – New York City Office  
Alfonso L. Carney, Jr., Committee Member – Via Zoom

### **Other Board Members Present**

Gerard Ronski, Vice Chair - New York City Office  
Christina Coughlin, Designated Representative of the Commissioner of Education, Board Member (*ex officio*) - Albany Office  
Ken Evans, Designated Representative of the Commissioner of Health, Board Member (*ex officio*) - Via Zoom

### **Staff Members Present**

Charlie Williams, Vice President  
Kimberly Ellis, Chief Financial Officer  
R. Nadine Fontaine, Esq., General Counsel  
Portia Lee, Managing Director, Public Finance and Portfolio Monitoring  
Sara Potter Richards, Esq., Managing Director, Executive Direction  
Matthew Moore, Deputy General Counsel  
Ricardo Salaman, Deputy General Counsel  
Dan Brown, Senior Director, External Relations  
Dena Amodio, Associate General Counsel  
Matthew Bergin, Director, Public Finance  
Deborah Fasser, Director, Strategic Communications and Business Development  
Jenilee Flinton, Director, Internal Audit  
Craig Schreivogl, Director, Portfolio Monitoring  
Nicholas Palas, Assistant Director, Internal Audit  
Gregory Maisenbacher, Manager, Internal Controls Analysis  
Amanda Nazario, Legal Assistant  
Lori Huelle, Executive Assistant

**PUBLIC SESSION****Approval of the Meeting Minutes from October 10, 2023**

Audit Committee Chair Sullivan welcomed the Members and staff to the Audit Committee meeting and a quorum was declared present. Upon a motion from Mr. Carney and a second from Ms. Snyder, the minutes from the October 10, 2023 Audit Committee meeting were unanimously approved.

**Internal Controls Guidelines – Annual Review**

Greg Maisenbacher introduced himself as the new Manager for Internal Controls Analysis. He informed the Committee Members that he has worked at DASNY for 5 ½ years in the Internal Audit Department. He stated that he assumed his new position upon the retirement of Karen Ehlinger in February.

Mr. Maisenbacher delivered the Internal Controls Report. He stated the Audit Committee is required to undertake an annual review of the Internal Controls Guidelines. Mr. Maisenbacher informed the Committee Members that the Internal Control Guidelines were last updated in April 2018. He noted that the guidelines are not intended or expected to change on a regular basis. Mr. Maisenbacher stated that DASNY complies with the OSC Internal Control Standards, which were last updated in March of 2016. Mr. Maisenbacher further stated that since there have been no updates to the OSC Standards or other authoritative internal control pronouncements, no changes to DASNY's Internal Control Guidelines are recommended at this time. He noted that although the Internal Control Guidelines have not been amended since 2018, DASNY's underlying policies, procedures, guidelines, and processes are continuously updated to address changing circumstances and the control environment.

In response to an inquiry from Chair Sullivan, Mr. Maisenbacher explained that Kelly Chrzanowski, Senior Policy Analyst, reports to him and is the main contact for the individual business units in connection with updating DASNY's policies and procedures. He stated that he works closely with Jenilee Flinton, Director of Internal Audit to help ensure that DASNY's risk management procedures are proactive and taken into account in connection with policies and procedures.

Mr. Carney stressed that Internal Controls is a critical component of an effective organizations and closely related to the Internal Audit function. He stated that it is very important to keep Internal Controls in mind as policies and procedures are developed. Chair Sullivan agreed and asked to be kept apprised of any significant changes to the approach generally, or in connection with any particular Internal Controls.

Mr. Rodriguez requested that the Audit Committee Members be provided with an organizational chart for Internal Audit and Internal Controls, including the structure of each department along with details regarding the relationship between the two units.

**Internal Controls Report**

Mr. Maisenbacher updated the Members on the Control Self-Assessment (CSA) aspect of DASNY's Internal Controls program. He stated that the process is continuous, and that he is currently finalizing the CSA for DASNY's Office of Environmental Affairs. Mr. Maisenbacher further stated that the CSA for the Grants Administration Unit was revised in October 2023. He noted that he is working with Management to identify additional CSAs that need to be updated.

Mr. Maisenbacher reported that DASNY employees are required to take the annual internal control training program provided by the NYS Office of Employee Relations. Once this year's training is released, it will be distributed to all employees for completion.

Mr. Maisenbacher stated that the quarterly Internal Control Steering Committee meetings are integral to DASNY's Internal Control program. He explained that these meetings bring Executive Management together to discuss various internal control topics. Mr. Maisenbacher noted that he led his first quarterly steering committee meeting in March and looks forward to future meetings. Mr. Carney asked who attends the quarterly meetings and Mr. Maisenbacher responded that the Steering Committee Members consist of Charlie Williams, Kim Ellis, Nadine Fontaine, Steve Curro, Portia Lee, Sara Richards, Jenilee Flinton and himself.

Mr. Maisenbacher informed the Members that there is no change to the Internal Control Certification form that DASNY must complete on an annual basis. He explained that the Division of the Budget has provided the template, and the Certification will be submitted as part of DASNY's annual required reporting to the Authorities Budget Office in June.

Mr. Maisenbacher stated that there will be 49 signers for this year's Management Certifications, and 7 of these are first-time signers. He explained that these certifications are used to support DASNY's overall Internal Control Certification, certification to the external auditors and the annual certification over the payment process that DASNY is required to submit to OSC.

Chair Sullivan thanked Mr. Maisenbacher for his report and congratulated him on his new role. She emphasized that he should feel free to reach out to any of them if any issues arise that need Board-level attention. Mr. Carney noted that the Internal Audit Department reports directly to the Board. Chair Sullivan stated that she and Ms. Flinton meet on occasion to discuss DASNY matters and would welcome the opportunity to meet with Mr. Maisenbacher as well.

**Internal Audit Update and Annual Planning**

Ms. Flinton provided the Internal Audit Update and introduced next year's proposed Audit Plan. She introduced Nick Palas, Assistant Director of Internal Audit, who was in attendance at the meeting.

Ms. Flinton reported that the Internal Audit Department completed 19 audits over the past year including 6 Construction Project audits, 2 Information Technology audits, several Annual Audits, several business functioning area audits and 3 audits are currently in progress. Ms. Flinton informed the Committee Members that stakeholders provided positive feedback on the audit process. She stated that there were 36 audit recommendations implemented by management this

year, which resulted in numerous process and performance improvements across the organization.

Ms. Flinton stated that various departments requested various services from the Internal Audit Department as well, including Construction and Public Finance. She noted that as part of Internal Audit awareness month last May, the Department promoted awareness of the value of the Internal Audit function for the organization.

Ms. Flinton reported that DASNY also invested in training and professional development for Internal Audit staff, including industry specific training in construction and information technology. She stated that staff attended conferences, seminars, and webinars in order to stay ahead of industry trends and increase awareness of emerging risks and best practices. Ms. Flinton further stated that the entire department attended the New York State Cyber Security Conference together last year, while some staff members attended an Internal Audit Conference that brings together New York State and Private Audit Professionals. She reported that the Department has actively engaged throughout the year with key stakeholders including Executive Management, Internal Controls, Information Security, and OPI.

Ms. Flinton stated that the Department has also implemented a number of efficiency measures that have resulted in a shorter timeframe from Audit Kickoff to reporting of audit results so that recommendations can be implemented more quickly. In addition, the audit reports have been revised so that results are communicated in a more efficient, concise, and efficient manner to stakeholders.

### **EXECUTIVE SESSION**

Ms. Snyder moved that the Committee Members go into Executive Session to discuss the financial and credit history of a particular corporation, current or pending litigation, and matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or Corporation. Mr. Rodriguez seconded the motion and the Members went into Executive Session.

### **PUBLIC SESSION**

No action was taken in Executive Session, other than to return to the Public Session.

### **Annual Audit Planning**

Mr. Rodriguez moved that the Committee approve the proposed Audit Plan. Ms. Snyder seconded the motion and the approval of the Audit Plan was approved unanimously.

Ms. Snyder moved to adjourn the meeting, Mr. Carney seconded the motion, and the meeting was adjourned at 5:33 p.m.

Respectfully submitted,

Sara P. Richards  
Assistant Secretary

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