

Olean City School District
Audit and Finance Sub Committee Meeting
Thursday, November 18, 2021
4:00 p.m.
Board Room

Present:	Janine Fodor – via ZOOM Mary Hirsch-Schena Aaron Wolfe	Paul Hessney Jenny Bilotta Vicki Zaleski-Irizarry
Guest:	Dan Stetz	
Observer:	Andrew Caya	Ira Katzenstein – via Zoom At 4:45 pm

Claims Auditor Report

- Dan Stetz reviewed the report for the period November 2020 – October 2021
- Number 1 issue continues to be invoice date prior to PO; discussed payment fee/interest charges; missing receipts; insufficient quotes
- Jenny will email reminding them of the purchase procedures and explain when a quote(s) or an RFP is necessary

General Fund Cash Flow

- Jenny Bilotta discussed prior year revenue, medicaid, tax revenue
- Also discussed medicaid billing and Futures Education audit

Cafeteria Profit/Loss

- Jenny Bilotta noted the program continues to do well
- The district is receiving more federal meal reimbursement
- Meal participation is still down, however, due to some research it was discovered the meal count at the high school did decrease due to BOCES classes being moved to Rise Academy

Minimum Wage Increase 1/1/22

- Jenny Bilotta noted the minimum wage will increase from \$12.50 per hour to \$13.20 per hour on January 1, 2022 which will impact new Food Service Helper wages
- An OESPA MOA will be reviewed at the next meeting

COVID Management

- Due to the number of COVID cases in our area, Catt. Co. DOH has been extremely busy and backlogged with contact tracing
- Currently the school nurses, the HR Director and building secretaries have assisted in the tracing
- More students are visiting the nursing offices for sniffles, sneezes, etc.

- There is a need to hire an additional nurse to be the COVID liaison with the DOH, deal with quarantining, etc.; position will be funded with federal dollars

Corrective Action Plan

- Jenny Bilotta reviewed the plan dated November 15, 2021
- The recommendation is for the district to monitor GASB reporting. Jenny and Teresa have been monitoring and working with the auditors
- The business office staff was thanked for a clean audit

Motion by P. Hessney, seconded by M. Hirsch-Schena to exit the committee meeting at 4:50 pm to go into Executive Session to discuss contract issue and negotiations. Vicki exited the meeting.

Motion by M. Hirsch-Schena, seconded by P. Hessney, to exit Executive Session at 5:15 pm to return to the Audit and Finance Sub Committee meeting.

Meeting ended at approximately 5:16 pm.

Next Meeting: Thursday, December 16, 2021 at 4:00 pm