



Appointment Committee Meeting Agenda

Monday, August 13, 2018

4:30 P.M.

Conference Room 204

1. Acceptance of 6/20/2018 Minutes
2. Acceptance of 8/2/2018 Minutes
3. Open Session
4. Review of Board and Committee Applications
 - a. Nominations

The Committee may enter into Executive Session to discuss applications, pursuant to 1 M.R.S.A. §405(6)(A).

5. Adjournment



Appointment Committee Meeting Minutes

Wednesday, June 20, 2018

4:30 P.M.

Conference Room 204

Present: Councilors Leroy Walker, Belinda Gerry, David Young, and City Clerk, Sue Clements-Dallaire.

The meeting was called to order at 4:30 PM, Councilor Walker was Chair of the meeting.

1. Open Session – no one from the public was in attendance.

2. Acceptance of 4/18/2018 Minutes

Motion was made by Councilor Young and seconded by Councilor Gerry to accept and place on file the minutes of the 4/18/2018 meeting. Passage 3-0.

3. Review of Board and Committee Applications

Motion was made by Councilor Young and seconded by Councilor Gerry to enter into Executive Session to discuss applications, pursuant to 1 M.R.S.A. §405(6)(A). Passage 3-0, time 4:33 P.M.

Councilor Walker declared them out of executive session at 4:57 P.M.

Motion was made by Councilor Young and seconded by Councilor Gerry to nominate Brian Carrier to serve as an associate member of the Planning Board with a term expiration of 01/01/2020. Passage 3-0.

Motion was made by Councilor Young and seconded by Councilor Gerry to nominate Dana Staples to serve as a full member of the Zoning Board of Appeals with term expiration of 10/01/2019. Passage 3-0.

Other Business

An application was received after the deadline for the Parks and Recreation Advisory Board. The applicant was from Ward 1 and due to the Ward restrictions that are written into the Parks and Recreation Advisory Board Ordinance, the Committee was unable to nominate him because the Board already has Ward 1 representation. Councilor Walker and Councilor Young will be submitting a request to bring that forward to the City Council to amend that section of the ordinance.

4. Adjournment

Appointment Committee Meeting Minutes

June 20, 2018

Motion was made by Councilor Walker and seconded by Councilor Young to adjourn, passage 3-0. The meeting adjourned at 4:59 P.M. The next meeting will be held on Monday, August 13, 2018 at 4:30 PM.

Respectfully submitted,

Susan Clements-Dallaire, City Clerk



Special Appointment Committee Meeting Minutes

Thursday, August 2, 2018

6:30 P.M.

Conference Room 204

Present: Councilors Leroy Walker, Belinda Gerry, David Young, and City Clerk, Sue Clements-Dallaire.

The meeting was called to order at 6:32 PM, Councilor Young was Chair of the meeting.

1. Review of Zoning Board of Appeals Applications

Motion was made by Councilor Walker and seconded by Councilor Gerry to nominate Deana Chapman to serve as an associate member of the Zoning Board of Appeals with a term expiration of 10/01/2020. Passage 3-0.

Motion was made by Councilor Walker and seconded by Councilor Gerry to nominate Michael Mathieu to serve as an associate member of the Zoning Board of Appeals with term expiration of 10/01/2019. Passage 3-0.

2. Adjournment

Motion was made by Councilor Walker and seconded by Councilor Gerry to adjourn, passage 3-0. The meeting adjourned at 6:36 P.M. The next meeting will be held on Monday, August 13, 2018 at 4:30 PM.

Respectfully submitted,

Susan Clements-Dallaire, City Clerk

VACANCIES

Audit Committee - 1 vacancy with a term expiration of 12/1/2019

Board of Assessment Review - 3 vacancies – alternate positions. One with a term expiration of 10/1/2020, and two with term expirations of 10/1/2022

Cable TV Advisory Committee – 2 vacancies - one with a term expiration of 6/1/2019, one with a term expiration of 6/1/2020

Citizens Advisory Committee - 1-4 vacancies, all with 6/30/2019 term expirations

Parks and Recreation Advisory Board - 2 vacancies from either WARDS 2, 3, 4, or 5 - both with term expirations of 10/01/2019

Planning Board - 1 vacancy, associate position with term expiration of 1/1/2020

Zoning Board of Appeals - 1 vacancy - full member position with a term expiration of 10/01/2021

Board Committee Applications
August 13, 2018

| Board or Committee | Ward | Last Name | First Name | Address |
|-----------------------------|-------------|------------------|-------------------|-------------------|
| | | | | |
| Audit Committee | 2 | Jones | Andrew | 13 Josslyn Street |
| | | | | |
| Board of Assessment | | | | |
| | | | | |
| Cable TV Advisory Board | | | | |
| | | | | |
| Citizens Advisory Committee | | | | |
| | | | | |
| Parks & Recreation Advisory | | | | |
| | | | | |
| Planning Board | | | | |
| | | | | |
| Zoning Board of Appeals | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

* Indicates this applicant is seeking re-appointment

** Indicates this person is an associate/alternate member seeking full member status



CITY OF AUBURN BOARD & COMMITTEE APPOINTMENT APPLICATION

Please complete this application for consideration to serve on a board or committee of the City of Auburn. Submission of an application does not imply or guarantee an appointment to any board or committee. The City reserves the right to appoint board and committee members as vacancies arise and to perform background checks or any other necessary investigations on applicants. Incomplete applications and those which list more than one committee will not be considered.

Date: 8/9/2018

Last name: Jones First name: Andrew Middle initial: E

Residence address: 13 Josslyn St Ward: _____

City: Auburn State: ME Zip code: 04210

Home phone: 207-333-9445 Work phone: same Cell phone: same

Email address: naerlg18@gmail.com or ajones@mandm.consulting

Current occupation: Audit Consultant

Previous occupation (if retired or no longer working): N/A

Educational and/or experience (or attach your resume): See attached

Please check which Board or Committee you are interested in serving on. Individual applications are required if you wish to apply for more than one Board or Committee.

- | | |
|---|---|
| <input type="checkbox"/> 9-1-1 Committee | <input type="checkbox"/> Airport Board |
| <input type="checkbox"/> Auburn Housing Authority | <input checked="" type="checkbox"/> Audit & Procurement Committee |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Cable TV Advisory Board |
| <input type="checkbox"/> CDBG Loan Committee | <input type="checkbox"/> Community Forest Board |
| <input type="checkbox"/> Complete Streets Committee | <input type="checkbox"/> Conservation Commission |
| <input type="checkbox"/> Ethics Panel | <input type="checkbox"/> Finance Committee |
| <input type="checkbox"/> L/A Transit Committee | <input type="checkbox"/> Parks & Recreation Advisory Board |
| <input type="checkbox"/> Planning Board | <input type="checkbox"/> Sewer District |
| <input type="checkbox"/> St. Louis Bells Committee | <input type="checkbox"/> Water District |
| <input type="checkbox"/> Zoning Board of Appeals | |

Is this application for a new appointment or ___ reappointment or ___ desire to move from an alternate/associate to full member?

Briefly describe why you want to serve on this committee (please limit to 150 words or less. Please attach additional sheet if needed). I moved to the area about 17 years ago and have really never been involved in the community; with the exception of coaching youth sports. Using my audit background, this is would be a good fit and reason to become more involved.

What do you hope to accomplish (please limit to 150 words or less. Please attach additional sheet if needed). With a little over 16 years of audit experience in financial institutions, I feel that my background, attention to detail, and strong understanding of internal control would help maintain an independent and objective stance within the committee. I have experience working directly with external auditors, defining scopes of audits, reading audit reports, and working with management to develop audit issue tracking and plan for remediation.

Are you presently serving on a City or Community Board or Committee? If so, which one(s)? _____
No

Dates served (if known)? N/A

Have you previously served on a City or Community Board or Committee? If so, which one(s)?
No

Dates served (if known)? N/A

How did you learn of this vacancy? Website

The City Council strives to promote membership and by practice will attempt to limit the number of boards or committees any one person will serve. The city Council also strives to maintain balance of ward distribution on all boards, commissions, or committees.

Thank you for your interest and willingness to serve our community. The giving of your time is commendable and appreciated. Without people like you coming forward, our community would not be as strong, as vibrant, or as great as it is. On behalf of all of us at the City of Auburn, we hope your volunteer experience is rewarding and we thank you for being an outstanding citizen!

I certify that this information is true to the best of my knowledge and agree to the terms and conditions set forth above.

Signature:  Date: 8/9/2018

Please submit your application to;
Susan Clements-Dallaire, City Clerk
60 Court Street, Auburn, ME 04210
207-333-6601, extension 1126 sdallaire@auburnmaine.gov

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: _____
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____



CITY OF AUBURN
BOARD & COMMITTEE
APPOINTMENT APPLICATION

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207-333-6601, extension 1126 sdallaire@auburnmaine.gov

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: _____
APPOINTMENT DATE: _____
TERM EXPIRATION DATE: _____
OATH DATE: _____

ANDREW JONES, CISA, CFIRS

13 Josslyn Street
Auburn, ME 04210
(207) 333-9445
naerlg18@gmail.com

PROFESSIONAL EXPERIENCE:

2013 - M & M Consulting, LLC Portland, ME

Audit / IT Audit Consultant – Internal Audit Services

- Lead internal audit engagements for community banks and credit unions.
- Perform financial and operational audits, FDICIA and S-OX testing, trust administration and operations audits, information technology audits, and vulnerability assessments and penetration testing.
- Participate in planning meetings and the development of audit programs based on audit risk assessments.
- Prepare and issue audit reports to management.
- Perform quality assurance reviews of audit workpapers.

2011- 2012 Macdonald Page & Co. LLC South Portland, ME

IT Audit Manager – Information Assurance Services

- Lead audit and consulting engagements including, SSAE 16 examinations (readiness/type I/type II), SOC 2 examinations, IT general controls reviews, internal audits, information risk assessments, service level monitoring, and disaster recovery exercises.
- Participate in sales calls, engagement budgeting, planning, and reporting.
- Prepare engagement letters, statement of work, and test plans for engagements.
- Developed departmental procedures and guide for performing SSAE 16 examinations.

2010- 2011 TD Bank Lewiston, ME

Assistant Vice President - IT Regulatory Management & Governance Analyst III

- Develop programs to help ensure compliance of Company technology systems, policies, and processes with FFIEC and OCC banking guidelines and regulations, federal and state laws, and technology risk policies.
- Manage the S-OX IT General Controls program for the US footprint.
- Facilitate audits (internal and external) and regulatory examinations for technology.
- Facilitate and lead IT General Control walkthroughs with management, internal audit, and Ernst & Young.
- Document and inventory key IT controls and process documentation.
- Prepare reports for Technology processes and systems.
- Prepare Key Risk Indicator reports for senior management.
- TD Bank Technology Employee Experience Committee member.

2007- 2010 TD Bank Lewiston, ME

Assistant Vice President IT Regulatory Management & Governance Analyst II

- Develop programs to help ensure compliance of Company technology systems, policies, and processes with FFIEC and OCC banking guidelines and regulations, federal and state laws, and technology risk policies.
- Facilitate audits (internal and external) and OCC examinations for technology; including S-OX, FDICIA and integrated audits.
- Lead IT General Control walkthroughs with management.

- Document and inventory key IT controls and process documentation.
- Prepare reports for Technology processes and systems.
- Prepare Key Risk Indicator reports for senior management.
- TD Bank Technology Employee Experience Committee member.

2004-2007 **TD Banknorth (TD Bank)** **Lewiston, ME**
Officer & Senior Auditor

- Ensure corporate wide internal controls are in compliance with federal regulations and corporate policies.
- To analyze data and recommend management action on any inadequate controls or weaknesses.
- Supervise and mentor staff auditors and audit interns.
- Perform financial and operational audits of insurance, wealth management, risk management, regulatory and financial reporting, facilities management, bank operations, SOX and FDICIA compliance.
- Assist with fraud investigations and research.
- Prepare and issue audit reports to management.
- Knowledge of various laws/regulations including: Sarbanes-Oxley, FDICIA, BSA, OFAC, AML, US Patriot Act, and Privacy Act.

2002-2004 **Banknorth (TD Bank)** **Falmouth, ME**
Staff Auditor

- Ensure corporate wide internal controls are in compliance with federal regulations and corporate policies.
- To analyze data and recommend management action on any inadequate controls or weaknesses.
- Perform audits of trust administration, operations and asset verification, deposit confirmations, deposit operations, payroll, NEACH, and BSA/AML.
- Assist with fraud investigations and research.
- Knowledge of banking regulations, BSA, OFAC, AML, US Patriot Act, Privacy Act, and OCC.

EDUCATION & CERTIFICATIONS:

1998-2002 ***Husson College*** Bangor, ME

- BS, Business Administration/Financial Management

Professional Memberships / Certifications

- CISA (Certified Information Systems Auditor)
- CFIRS (Certified Fiduciary Investment & Risk Specialist)
- Lean Six Sigma Yellow Belt
- Member of ISACA (Information Systems Audit and Control Association)