

**County of Carroll  
Carroll County Delegation  
May 3, 2019      9:30 a.m.  
95 Water Village Road, Ossipee**

**Representatives Present:**

Chairman Edith DesMarais  
Ed Butler  
William Marsh  
Steve Woodcock

Clerk Lino Avellani  
Ed Comeau  
Jerry Knirk

Tom Buco  
Glenn Cordelli  
John MacDonald

**Representatives Absent:** Susan Ticehurst, Harrison Kanzler, Karel Crawford, Anita Burroughs

**Minutes Prepared By:** Mellisa Seamans

**Commissioners Present:** Amanda Bevard, Terry McCarthy, David Babson

**Others Present and Participating:** County Administrator Ken Robichaud, County Treasurer Joseph Costello, County Registry Lisa Scott, Superintendent Jason Henry, County Attorney Michaela Andruzzi, MVC Administrator Howard Chandler

Pledge of Allegiance.

**Agenda Items**

**Approval of Meeting Minutes**

On hold until next meeting.

**Delegation Coordinator Agreement**

**MOTION:** "To approve the Delegation Coordinator Agreement" by Rep. Avellani, 2<sup>nd</sup> Rep. Comeau. Passed 12-0

**1<sup>st</sup> Quarter 2019 Budget Versus Actual Review**

Incomplete manual entries have delayed first quarter revenue reporting. First quarter expense report reviewed. Rep. Nelson noted the delegation agrees routinely to appropriate software update funding, but the process does not improve. Rep. Marsh again requested reporting to reflect comparison of current date expenses to same date prior year.

**Matrix Performance Audit Presentation – Alan Pennington, Vice-President Matrix Consulting Group**

1. Finance manager, bookkeeper, administrative assistant recommended staffing for office
2. Human Resources Director highly recommended.
3. Implement HR information system
4. Update personnel policies
5. Class and compensation study
6. Maintain centralized personnel files to comply with best practices and decrease risk
7. Monthly bank reconciliations critical
8. Budget adoption is compliant with NH RSAs but delay to March end is problematic for County operations; suggest working with commissioners to aim to adopt budget late-January/early February
9. Annual audit needs to be completed to comply with state law
10. Centralize procurements

Department heads should have access to view their budgets in the ACS software system. Final audit report is dated April 4.

Commissioner Bevard agreed to consider adopting a policy to set end of year fiscal date.

**Carroll County Delegation – May 3, 2019**

Discussion about need for ongoing status updates from county management regarding implementation of the performance audit recommendations.

**Carroll County Coalition for Public Health - Caleb Gilbert**

Mr. Gilbert gave an overview of the agency's work and provided informational packets to all members.

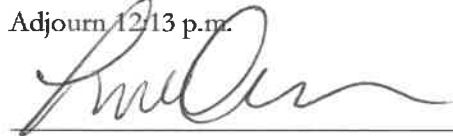
**County Lands Committee Report**

Chairman Dale Drew gave an overview of the work of the committee including planning an equine event, gardening program with MVC residents, and Boy Scouts' management of the blueberry operations (415 plants).

**Broadband Access – Rep. Jerry Knirk**

**MOTION: “Appoint Rep. Knirk as Delegation representative to Carroll County/MWV Broadband FIBER Initiative” by Rep. Avellani, 2<sup>nd</sup> Rep. Marsh. Passed unanimous.**

Adjourn 12/13 p.m.



Rep. Lino Avellani, Clerk

9/16/19

Minutes Approved (Date)