

**Meeting minutes**  
**Carroll County Delegation Subcommittee 4/2/18**  
**Performance Audit**  
**Representative Ed Comeau Recording**

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**Meeting Location:**

93 Water Village Road  
Mountain View Community Conference Room  
Ossipee, NH 03864

**Start Time:**

1:00 pm

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**Attendance:**

Representative Lino Avellani.  
Rep. Glenn Cordelli (By Telephone), Rep. Tom Bucco, Rep. Ed Comeau

**County Commissioners:**

Amanda Bevard, David L. Babson

**County Administrator:**

Ken Robishaud

**Other Attendees:**

Rep. Frank McCarthy

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**General Purpose**

This subcommittee was formed by the Delegation to create an Request for Proposal and oversee a performance audit of county operations per RSA 24:26.

**24:26 Performance Audits. –**

- I. The county convention of any county shall have the power to engage the services of a suitable qualified entity to conduct performance audits of any county department, institution, or office as the county convention shall specifically direct. Such performance audits shall include, but not be limited to, examinations of and any determinations based upon the examinations as to achievement of goals, objectives, and specific outcome measures provided for in each department, institution, or office's budget submission. Such performance audit shall indicate the degree of achievement, and any reasons for non-achievements of objectives and outcome measures. Such audit shall also include findings regarding the appropriateness of stated objectives and outcome measures and may suggest alternative or additional measures for use in subsequent budget periods.
- II. The detailed reports of every audit conducted pursuant to this section shall become a public record upon approval by the county convention. Audit work papers and notes are not public records. However, those materials necessary to support the compilations in the final audit report may be made available by majority vote of the county convention after a public hearing showing proper cause. For the purposes of this section, work papers shall include, but are not limited to, all preliminary drafts and notes used in preparing the audit report.
- III. The cost of a performance audit shall be paid from a contingency fund appropriated by the county convention under RSA 24:13, II.

Source. 2003, 25:2, eff. April 30, 2003.

Rep. Lino Avellani opened the meeting and brought it to order at 1:00pm

Rep. Cordelli participated in this meeting telephonically.

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**Motion:** Rep. Bucco motioned to appoint Rep. Lino Avellani as chair of the performance audit subcommittee

**2nd:** Rep. Comeau

**Vote:** passes unanimously

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A document titled: Request for proposals for Carroll County Performance audit with a date 4/2/18 was provided to the committee. The document was prepared by Rep. Cordelli as a working document for the 2018 R.F.P.

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**Motion:** Rep. Comeau motioned to accept the document titled: Request for proposals for Carroll County Performance audit with a date 4/2/18

**2nd:** Rep. Bucco

**Vote:** passes unanimously

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The committee reviewed the R.F.P. working document and concluded that a new scope of work will be needed.

Rep. Bucco highlighted areas of the 2014 performance audit provided by Matrix, Inc.

- The single greatest issue found by the 2014 audit was lack of financial controls.
- Critical financial policies have not been adopted or consistently followed.
- The county has not adopted basic financial policies to govern operations.
- Core financial duties are not performed at all and not in a timely manner.
- Timely reconciliation of bank accounts, monitoring and implementing collection activities, oversight and auditing cash handling and most importantly an annual audit was not completed.

Rep. Bucco brought with him the 2015 DRA report for discussion and provided an outline of additions to the scope of work derived from said report.

- Systems of internal controls.
- Reporting objectives.
- Compliance objectives.
- Operational objectives.

Rep. Bucco points out the 2015 D.R.A review highlighted the same issues found within the 2014 Matrix performance audit. He insists that these items should be added to the 2018 performance audit scope of work to be sure corrective actions were implemented.

Rep. Cordelli requests annual audit management letters be reviewed by the performance audit subcommittee.

The committee works through the working document and discusses additions and changes to the scope of work:

**Review of:**

- Credit card accounts.
- Cash handling policies and practices.
- Purchasing policies and practices.
- Adherence to D.R.A. rules and standards and applicable state statutes.
- Human Resource.
- Payroll functions.
- Current department structure.
- Health benefits administration.
- Dental benefit administration.
- Retirement administration.
- County Administrator functions
- The performance audit review the employee handbook and if the employees are being told that they can trigger the Delegation personnel committee to investigate grievances.
- Recommendations should address enhanced financial control, improved administration of department operation and greater operational efficiencies **for all county functions.**

Rep. Avellani suggests a review of nursing home operations, Cordelli counters the MVC operational review would depend on the cost.

- I.T. Department functions.

The committee discusses methodology and timeline for completion.  
There was a consensus for a 90 completion after the awarding of the contract.

Note: The cost of the 2014 performance audit was approximately \$26,000.00

**The committee requests the performance audit contain a review of:**

- DRA Report
- 2014 Performance audit
- Management letters from 2015-2016 financial audit.

The committee discusses the point system used to reward the contract. this point system is listed within the working document page 5-6 under evaluation criteria.

Rep. Cordelli offers to make the additions and corrections discussed during the review.

**Commissioner Bevard offers a proposal:**

The commission should conduct a performance audit for departments as a regular commission function instead of having the Delegation call for one.

Rep. Avellani states that this performance audit is designed to specifically review previous findings and assure that corrective actions were implemented.

Rep. McCarthy provides a legislative update on Delegation Authority to provide Forensic audits and extending the time interval for completion of annual county audits from 90 days to 120 days.

Rep. McCarthy provides an update on legislation authorizing the Carroll County Delegation employ their own Delegation Coordinator.

The committee schedules their next meeting for April 9, 2018 at 1:00 pm.

Meeting adjourns at 2:29 pm

Respectfully Submitted,

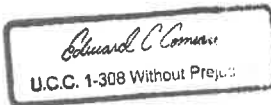
Rep. Ed Comeau, Carroll 5, Recording

Approved:

Rep. Avellani



Rep. Bucco



Rep. Comeau



Rep. Cordelli

Date:

4/9/18