

AUDIT COMMITTEE MEETING MINUTES
FEBRUARY 14, 2018

AUDIT COMMITTEE MEMBERS PRESENT: Moore, Hogan, Shay, Middleton, Clary, Rozell

AUDIT COMMITTEE MEMBERS ABSENT: Ferguson

SUPERVISORS: Henke, Hicks

Sandy Huffer, Dep. Clerk

Stacey Benson-Doty, Sr. Audit Clerk

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – January 17, 2018
- 3) Audit Monthly Bills
- 4) Other Business
- 5) Adjournment

Chairman Moore called the meeting to order at 9:00 AM.

A motion to accept the minutes of the January 17, 2018 meeting, was moved by Mr. Shay, seconded by Mr. Rozell and adopted.

Stale Vouchers

- 2016 Assigned Counsel – Jeffrey McMorris (2) - \$82.50 & \$727.50 – Two vouchers were submitted for assigned counsel services provided in 2016. A motion to approve payment of 2016 stale vouchers payable to Jeffrey McMorris, in the amounts of \$82.50 and \$727.50, was moved by Mr. Shay, seconded by Mr. Rozell and adopted.
- 2016 District Attorney – Michele Schettino (1) \$81.18 and Adele Kurtz (2) \$52.25 and \$108.54 – Three 2016 vouchers were submitted for mileage for Saratoga County attorneys who served as special prosecutors on Washington County cases. A motion to approve payment of 2016 stale vouchers payable to Michele Schettino in the amount of \$81.18 and Adele Kurtz \$52.25 and \$108.54, was moved by Mr. Hogan, seconded by Mr. Middleton and adopted.

The committee proceeded with auditing the bills.

The committee reconvened.

A motion to pay all bills as audited was moved by Mr. Shay, seconded by Mr. Rozell and adopted.

OTHER BUSINESS: Mr. Hogan stated he received a call from a constituent with concerns about equipment purchases as documented in the report from the recent audit conducted by the State Comptroller on procurement. The constituent was asking for specific details on the items listed on page 3 of the report referencing procurement of machinery. Mr. Hogan called the County Treasurer who gave him information on the invoices. In the process and follow up questions he had, more questions were raised about some the invoices. He asked if the committee would allow the Treasurer to address the committee. He would like the Treasurer to investigate these invoices to determine if committee approval was given for some of these purchases, who signed for authorization and

acceptance of delivery, when, how and where. Was the equipment bid, if not, why not. A motion to ask the Treasurer to address the committee, was moved by Mr. Shay, seconded by Mr. Middleton and adopted. The Treasurer joined the meeting. Mr. Hogan stated he and the Treasurer had discussion regarding invoices related to excavators. His understanding is there was procurement of excavators on either a purchase or lease arrangement. He would like the Treasurer to clarify what occurred and why. Was there committee approval, who signed for authorization and acceptance of delivery, when, how and where? He also wants to know if the equipment was bid, if not, why not? The Treasurer asked if this request is limited in scope, what was in the audit report or broader? Mr. Hogan would like a broader look. He also asked the Treasurer if in his opinion, the Audit Committee should be looking for anything as a result of the audit issued. The Treasurer stated that the number one priority should be focusing on getting our process compliant. We've got some tools in place and authorized. It needs to get done sooner rather than later. Mr. Hogan stated we've redone the procurement policy but based on what he has seen, he doesn't feel that is enough. He added that if the Treasurer has any suggestions of what the Audit Committee or Board of Supervisors should be doing differently, would he please make them aware of them. The Treasurer respectfully asked that the County Administrator be involved in that conversation. The Treasurer added that a lot of what was in the audit report can be fixed by process. The Treasurer stated that we can't undo what happened looking back, we can delve into it, learn from it. It is more important to look forward and make sure it doesn't happen again. He added that pulling procurement out of DPW has to happen, not just DPW but all departments. The Board needs to figure out what their expectations are. Just because you can piggyback a bid, maybe that's not how you want this county to operate. Maybe the Board's best practice is to bid it knowing you can't do any worse than state contract. The Treasurer asked for direction on the broader approach, how far back does the committee want him to go? The committee consensus is the 2016-2017 time period.

A report detailing the summary of accounts payable by fund was distributed (attached).

The meeting adjourned at 10:30 AM.

*Respectfully submitted,
Sandy Huffer, Deputy Clerk
Board of Supervisors*

SUMMARY OF ACCOUNTS PAYABLE BY FUND

Submitted For Audit Committee Approval

Meeting Dated 2/14/18

<u>FUND</u>	<u>AMOUNT</u>	<u>DATE</u>
GENERAL	\$635,656.57	2/14/18
SOLID WASTE	\$2,216.00	2/14/18
CAR POOL	\$240,661.83	2/14/18
COUNTY ROAD	\$346,665.87	2/14/18
COUNTY ROAD MACHINERY	\$119,000.24	2/14/18
SEWER DIST NO 1	\$10,087.00	2/14/18
SEWER DIST NO 2	\$10,847.17	2/14/18
CAPITAL CONSTRUCTION	\$828,398.25	2/14/18
<u>Health/Dental Insurance (MS)</u>	\$174.52	2/14/18
<u>Workers Compensation (S)</u>	\$14,323.00	2/14/18
<u>TOTAL ALL FUNDS</u>	<u>\$2,208,030.45</u>	

SPECIAL AUDIT PAID 12/28/17

GENERAL	\$36,743.40	<u>1/30/18</u>
CAR POOL	\$1,130.10	<u>1/30/18</u>
COUNTY ROAD MACHINERY	\$4,363.01	<u>1/30/18</u>
SEWER DIST NO 1	\$83.13	<u>1/30/18</u>
SEWER DIST NO 2	\$2,918.04	<u>1/30/18</u>
<u>TOTAL</u>	<u>\$45,237.68</u>	

PRELIMINARY TOTAL AMOUNT PAID OUT OF AUDIT

WITH APPROVAL OF COUNTY AUDITOR

	<u>AMOUNT</u>	<u>DATE</u>
	<u>\$1,785,520.67</u>	1/16/18-2/13/18
<u>Grand Total Presented to Audit Committee</u>	<u>\$4,038,788.80</u>	2/14/18