

AUDIT COMMITTEE MEETING MINUTES
MAY 19, 2021

AUDIT COMMITTEE MEMBERS PRESENT: Losaw, Hogan, O'Brien, Ferguson, Clary, Rozell

AUDIT COMMITTEE MEMBERS ABSENT: Griffith

SUPERVISORS: Henke

Debra Prehoda, Clerk

Stacey Benson-Doty, Sr. Audit Clerk

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Accept Minutes – April 14, 2021
- 3) Audit Monthly Bills
 - Motion to pay all bills as audited
- 4) Other Business
- 5) Adjournment

Chairman Losaw called the meeting to order at 9:01 A.M.

A motion to accept the minutes of the April 14, 2021 Audit Committee meeting was moved by Mrs. Clary, seconded by Mr. Hogan, and adopted.

Stacey Benson-Doty, Senior Audit Clerk, addressed the following items with the committee:

- Summary of accounts payable by fund distributed, attached.
- Stale Vouchers – Vouchers submitted for payment of prior year expenses after prior year books are closed. Stale vouchers submitted totaled \$11,071.03; listed on handout. A motion to approve payment of stale vouchers in the amount of \$11,071.03 was moved by Mr. O'Brien, seconded by Mr. Hogan, and adopted.

DPW Equipment Rental Agreements – The Clerk mentioned for the committee's information that a voucher was submitted and processed in this month's audit for rental of equipment, a full size Excavator, and two mid-sized Excavators from Capital Tractor, Inc. The bids were opened on April 8th but noted that the rental agreements were signed on April 19th and April 21st prior to the bids coming to the Public Works Committee on April 27th and prior to approval of the bids by the Board, resolution for consideration presented for May 21st meeting. Moving forward with processing payment but can be pulled if the resolution to award bids is not approved.

The committee proceeded with auditing the bills.

The committee reconvened.

A motion to pay all bills as audited was moved by Mr. Ferguson and seconded by Mr. Hogan. Discussion. Mrs. Clary commented that the County was paying for COVID tests for inmates at the jail and thought they were free. The total cost for a test was \$200 and the County is responsible for \$100. The GF Hospital does the lab work for Hudson Headwaters the jail's medical provider. The jail is charged the Medicaid rate. This expense is charged to the medical account at the jail and COVID items in account 4189 are Public Health expenses only. The Sr. Audit Clerk will follow up with the jail to get more information. The motion to pay all bills as audited was moved by Mr. Ferguson, seconded by Mr. Hogan, and adopted.

OTHER BUSINESS: None.

A motion to adjourn was moved by Mr. Hogan, seconded by Mr. Ferguson, and adopted. The meeting adjourned at 10:05 A.M.

Debra Prehoda, Clerk, Washington County Board of Supervisors

SUMMARY OF ACCOUNTS PAYABLE BY FUND

Submitted To Audit Committee For Approval : Meeting Date 5/19/21

<u>FUND</u>	<u>AMOUNT</u>	<u>DATE</u>
GENERAL	\$771,842.58	
CAR POOL	\$5,729.51	
COUNTY ROAD	\$107,491.90	
COUNTY ROAD MACHINERY	\$105,272.08	
SEWER DIST NO 1	\$11,909.89	
SEWER DIST NO 2	\$91,674.50	
CAPITAL CONSTRUCTION	\$561,661.91	
<u>Workers Compensation</u>	\$15,047.50	
<u>Health/Dental(MS)</u>	\$11,936.00	802
<u>TOTAL ALL FUNDS</u>	<u>\$1,682,565.87</u>	

SPECIAL AUDIT 4/30/21

GENERAL	\$46,519.20	4/30/21
CAR POOL	\$847.99	4/30/21
COUNTY ROAD	\$384.02	4/30/21
COUNTY ROAD MACHINERY	\$2,778.80	4/30/21
SEWER NO 1	\$0	4/30/21
SEWER NO 2	\$957.74	4/30/21
<u>TOTAL</u>	<u>\$51,487.75</u>	83

Special Audit 5/7/21

SEWER NO 2	\$46.70	5/7/21
SEWER NO 2	\$8,877.90	5/7/21
<u>TOTAL</u>	<u>\$8,924.60</u>	21

PRELIMINARY TOTAL AMOUNT PAID OUT OF AUDIT WITH APPROVAL OF COUNTY AUDITOR

	<u>AMOUNT</u>	<u>DATE</u>
	<u>\$1,267,517.29</u>	3/17/21-4/13/21
<u>Grand Total Presented to Audit Committee</u>	<u>\$3,010,495.51</u>	

TOTAL NUMBER OF VOUCHERS BEFORE COMMITTEE = 896

STALE VOUCHERS PRESENTED FOR APPROVAL IN CURRENT AUDIT

<u>DEPARTMENT</u>	<u>VENDOR</u>	<u>AMOUNT</u>	<u>DATE OF SERVICE</u>
1171 – Assigned Counsel	David Albers, Esq	\$1,678.92	7/27/19-12/7/20
	Anne Bair, Esq	\$654.15	8/17/20-12/16/20
	Henry Bauer, Esq	\$2,344.50	10/15/20-12/31/20
	James Curran, Esq	\$174.80	12/10/20-12/20/20
	John Oswald, Esq	\$1,807.60	4/4/19-12/16/20
1185 – Medical Examiner/Coroner	Hudson Headwaters Health Network Coroners' Physician Services	\$2,500.00	7/1/20-12/31/20
2960 – Public Health (CWSN)	Unity House – Preschool Evaluations	\$499.00	2/25/20
3150 – Jail	Adirondack Radiology Inmate Medical Services	\$27.89	8/5/20-11/9/20
	Emergency Medical Services of NY Inmate Medical Services	\$24.17	11/9/20
	Glens Falls Hospital Inmate Medical Services	\$600.00	11/3/20-11/11/20
	Hudson Headwaters Health Network Inmate Medical Services	\$760.00	4/25/18-9/25/20
TOTAL		\$11,071.03	

NOTES:

1. **COVID (4189) PAYMENTS TOTALED \$19,332.48 IN THE REGULAR AUDIT. REPORT ATTACHED.**

Prepared by Clerk of the Board's Office 5/19/21



Accounts Payable Invoice Report

Invoice Due Date Range 05/01/21 - 05/31/21

Report By Department - Vendor - Invoice

Detail Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department 4189 - Other Public Health									
Vendor 13906 - CAMBRIDGE VALLEY RESCUE SQUAD									
Sub-Department 4189 Other Public Health									
2021-00004732	(INV#337) EMS VACCINATION TEAM SVS - COVID PODS 3/2/21-3/31/21	Edit		05/17/2021	05/21/2021	05/17/2021			15,837.50
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		
	Contracted Services - (INV#337) EMS VACCINATION TEAM SVS - COVID PODS 3/2/21-3/31/21	1.0000	EA	15,837.5000	15,837.50				
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	A.4189.4189 (General Fund.Other Public Health.COVID)			1			15,837.50		
	Invoice Items			1					
Sub-Department 4189 Other Public Health Totals							Invoices	1	0
Vendor 13906 - CAMBRIDGE VALLEY RESCUE SQUAD Totals							Invoices	1	\$15,837.50
Vendor 7642 - MCKESSON MEDICAL SURGICAL									
Sub-Department 4189 Other Public Health									
2021-00004733	(INV#22953948)PROCEDURAL GOWNS/COTTON BALLS/BANDAIDS 3/31/21	Edit		05/17/2021	05/21/2021	05/17/2021			304.78
<i>P.O. Number</i>	<i>Item Description</i>	<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>		
2021-00000266	Supplies - Other than Office - Band-aids #466872	1.0000	Case	94.0800	94.08				
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	A.4189.4189 (General Fund.Other Public Health.COVID)						94.08		
2021-00000266	Supplies - Other than Office - Cotton Balls #980221	1.0000	Case	17.9000	17.90				
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	A.4189.4189 (General Fund.Other Public Health.COVID)						17.90		
2021-00000266	Supplies - Other than Office - hypodermic needle w/ Retractable needle #449102	1.0000	Case	.0000	.00				
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	A.4189.4189 (General Fund.Other Public Health.COVID)						.00		
2021-00000266	Supplies - Other than Office - Procedural Gowns #1167169	1.0000	Case	192.8000	192.80				
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	A.4189.4189 (General Fund.Other Public Health.COVID)						192.80		
2021-00000266	Supplies - Other than Office - Super Sani-cloths #928732	1.0000	Case	.0000	.00				
	<i>G/L Account</i>			<i>Project</i>			<i>Amount</i>		
	A.4189.4189 (General Fund.Other Public Health.COVID)						.00		
	Invoice Items			5					



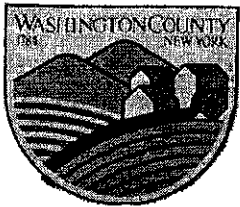
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2021-00004734	(INV#23162212)SANICLOTHS/PR OCEDURAL GOWNS 4/8/54	Edit		05/17/2021	05/21/2021	05/17/2021			595.80
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
2021-00000303	Supplies - Other than Office - hypodermic needle w/ Retractable needle #449102		2.0000	Case	.0000	.00			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	A.4189.4189 (General Fund.Other Public Health.COVID)							.00	
2021-00000303	Supplies - Other than Office - Procedural Gowns #1167169		2.0000	Case	192.8000	385.60			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	A.4189.4189 (General Fund.Other Public Health.COVID)							385.60	
2021-00000303	Supplies - Other than Office - Super Sani- cloths #928732		2.0000	Case	105.1000	210.20			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	A.4189.4189 (General Fund.Other Public Health.COVID)							210.20	
	Invoice Items				3				
Sub-Department 4189 Other Public Health Totals							Invoices	2	0
Vendor 7642 - MCKESSON MEDICAL SURGICAL Totals							Invoices	2	\$900.58
Vendor 15227 - Tri County Cab									
Sub-Department 4189 Other Public Health									
2021-00004735	TRANSPORTATION SVS - COVID PATIENT 3/31/21	Edit		05/17/2021	05/21/2021	05/17/2021			9.50
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Outside Services - TRANSPORTATION SVS - COVID PATIENT 3/31/21		1.0000	EA	9.5000	9.50			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	
	A.4189.4189 (General Fund.Other Public Health.COVID)							9.50	
	Invoice Items				1				
Sub-Department 4189 Other Public Health Totals							Invoices	1	0
Vendor 15227 - Tri County Cab Totals							Invoices	1	\$9.50
Vendor 4879 - WASH CO STOCKROOM/PRINTSHOP									
Sub-Department 4189 Other Public Health									
2021-00004736	PCARD - (AMAZON)ADJ HEIGHT MOBILE LAPTOP DESKS (5) 3/31/21	Edit		05/17/2021	05/21/2021	05/17/2021			499.90
<i>P.O. Number</i>	<i>Item Description</i>		<i>Quantity</i>	<i>U/M</i>	<i>Amount/Unit</i>	<i>Total Amount</i>	<i>Vendor Catalog Part Number</i>	<i>Contract Number</i>	
	Other Office Supplies - PCARD - (AMAZON)ADJ HEIGHT MOBILE LAPTOP DESKS (5) 3/31/21		1.0000	EA	499.9000	499.90			
	<i>G/L Account</i>				<i>Project</i>			<i>Amount</i>	



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2021-00004736	PCARD - (AMAZON)ADJ HEIGHT MOBILE LAPTOP DESKS (5) 3/31/21	Edit		05/17/2021	05/21/2021	05/17/2021			499.90
<i>P.O. Number</i>	<i>Item Description</i>								
	A.4189.4189 (General Fund.Other Public Health.COVID)							499.90	
	Invoice Items			1					
	Sub-Department 4189 Other Public Health Totals						Invoices	1	0
	Vendor 4879 - WASH CO STOCKROOM/PRINTSHOP Totals						Invoices	1	\$499.90
Vendor 12260 - WM Corporate Services, Inc.									
Sub-Department 4189 Other Public Health									
2021-00004737	(INV#007954928193)SHARPS CONTAINERS(INV SPLIT) 4/1/21	Edit		05/17/2021	05/21/2021	05/17/2021			1,390.00
<i>P.O. Number</i>	<i>Item Description</i>								
2021-00000201	Supplies - Other than Office - M6Q2 6.9 Medical Waste Containers			10.0000	Pack	139.0000		1,390.00	
	<i>G/L Account</i>								
	A.4189.4189 (General Fund.Other Public Health.COVID)							Project	Amount
	Invoice Items			1					1,390.00
2021-00004738	(INV#007954928193)SHARPS CONTAINERS(INV SPLIT) 4/1/21	Edit		05/17/2021	05/21/2021	05/17/2021			695.00
<i>P.O. Number</i>	<i>Item Description</i>								
2021-00000241	Supplies - Other than Office - M6Q2 6.9 Medical Waste Containers			5.0000	Pack	139.0000		695.00	
	<i>G/L Account</i>								
	A.4189.4189 (General Fund.Other Public Health.COVID)							Project	Amount
	Invoice Items			1					695.00
	Sub-Department 4189 Other Public Health Totals						Invoices	2	0
	Vendor 12260 - WM Corporate Services, Inc. Totals						Invoices	2	\$2,085.00
	Department 4189 - Other Public Health Totals						Invoices	7	\$19,332.48
4189 Other Public Health									
	Grand Totals						Invoices	7	\$19,332.48