



NORTH COUNTRY COUNCIL BOARD OF DIRECTORS MEETING MINUTES

Thursday, December 17, 2020
 Virtual Video & Phone
 2:00 p.m. to 4:00 p.m.

BOARD MEMBERS PRESENT: Doug Grant, Chair; Paul Robitaille, Secretary; Jennifer Fish, Treasurer; and Robin Irving, Vice Chair.

BOARD MEMBERS ABSENT: Carl Martland.

STAFF MEMBERS PRESENT: Michelle Moren-Grey, Executive Director; and James Steele, Financial Manager

OTHERS PRESENT: Jen Connors, Runyon Kersteen Ouellette, CPA and Business Consultants.

Call to Order

Chairperson Grants calls the meeting to order.

- **Virtual Public Hearing Language**
- **Attendance**

Roll call was taken.

Audit

- **Presentation** - Jennifer Connors, Runyon Kersteen Ouellette, CPA and Business Consultants

Jennifer Connors made a presentation regarding the results from the Fiscal Year 2020 Audit. Some key points she made were:

- Audit went very well.
- Audit performed the week of July 13, 2020.
- Final Report was issued November 13, 2020.

The following questions were posed to Ms. Connors:

- Q. 2017 looks like it was better than we thought it was. Does any of this have anything to do with the NCCDC situation and the fact that NCC had to write off a thing that it had been carrying on its books for an asset?
- A. Well, a couple of years ago, the Council did write that off as a receivable, the amount that was owed to the Council by NCCDC. So that would have made a difference in that it did decrease the Council's assets.
- Q. Didn't we still have the EDA, the revolving loan fund?
- A. Yes.

Ms. Connors went through the following things that stood out after completing the audit:

- Segregation of duties
- Controls related to cash disbursements

Discussion was had regarding these topics. The following questions were posed to Ms. Connors:

- Q. I have a question about the bid item. As I recall, that issue was brought before the Board and we discussed that. And I thought that the Board voted to go with Town and Country. So if Michelle went through and found the Minutes to that effect, could that override the Policy, or does it not?
- A. I just thought that we couldn't find the documentation. I don't think there was an actual vote.

Minutes November 19, 2020 Meeting

MOTION: Board Member Robitaille moved to accept the Minutes of November 19, 2020, as presented. It was seconded by Board Member Fish.

Chairperson Grant: Yes
Board Member Robitaille: Yes
Board Member Fish: Yes
Vice Chair Irving: Yes

The motion carried. (4-0-0).

Financial Report

- **Treasurer's Report - November 2020**

Michelle Moren-Grey screen-shared the report. James Steele touched on a few key points:

- \$168,000 balance in operating account.
- Accounts payable is almost the same as the receivable, due to consulting work costs related to the 10-year plan review, which is covered under the UPWP contract.
- Work in progress increased by about \$33,000, which is money that hasn't been invoiced out yet.

Mr. Steele continued to go over the report. Discussion was had regarding the report, in particular plans for the next audit.

- **Indirect Cost Rate**
- **Acceptance of Audit**

MOTION: Vice Chair Irving moved to accept the Audit, as presented. It was seconded by Board Member Fish.

Chairperson Grant: Yes
Board Member Robitaille: Yes
Board Member Fish: Yes
Vice Chair Irving: Yes

The motion carried. (4-0-0).

Dartmouth Regional Technology Center

- **Update**

Ms. Moren-Grey indicated she distributed the audit to the Board Members for their review. She provided a background on Dartmouth Regional Technology Center (DRTC). She gave an overview regarding the audit.

Nonpublic Session under RSA 91-A:3, II

None.

Other Business

- **NCCDC - Update**

Ms. Moren-Grey provided an update, indicating that the Board has to fill out two forms, one of which all NCCDC Board Members have to sign. She went on to discuss the process to complete the dissolution.

Adjourn

MOTION: Vice Chair Irving moved to adjourn the meeting. It was seconded by Board Member Robitaille.

Chairperson Grant: Yes
Board Member Robitaille: Yes
Board Member Fish: Yes
Vice Chair Irving: Aye

The motion carried. (4-0-0).

Respectfully Submitted,

Victoria O'Connor, Recording Secretary
O'Connor Legal, Medical & Media Services LLC
www.oconnorlms.com
(603) 865-1255