



North Country Council Board of Directors Meeting Agenda

Thursday, October 20, 2022

Franconia Town Hall | 421 Main Street | Franconia NH

BOARD MEMBERS PRESENT: Paul Robitaille, Chair; Ben Gaetjens-Oleson, Vice-Chair; Carl Martland, Mark Dindorf

STAFF MEMBERS PRESENT: Michelle Moren-Grey, Executive Director.

Call to Order

Chairperson Robitaille called the meeting to order at 2:06pm

Attendance

Roll call was taken. No one was in attendance virtually.

Minutes Approval - 08/18/2022 (motion)

MOTION to approve minutes as presented: Vice-Chair Gaetjens-Oleson moved to approve the Minutes of 08/18/2022. It was seconded by Board Member Martland.

Chairperson Robitaille: Yes.

Vice-Chair Gaetjens-Oleson: Yes.

Board Member Martland: Yes.

Board Member Dindorf: Yes.

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

Financial - Review of Financials (motion)– (Staff Steele)

Mr. Steele presented the financial snapshot and narrative. Another positive month, a quarter of the way through the year, 20% of our income, 20% of the expenses. Net position increased and 67% of staff time has been billable, and we are operating at an indirect cost rate of 120%. Mr. Steele asked for questions. Question - is staff accomplishing work where we are 25% of the way through the year and at 20% of the income. Mr. Steele & Ms. Moren-Grey responded – we are on track with all projects and meeting the scope of works. Mr. Steele also commented that we are not always going to spend all the funds. Ms. Moren-Grey commented that all 9 RPC's are seeking an extension on the RHNA not as a result of the RPC work not being completed but because there is BEA consulting work being completed that is running behind, and completion of the RHNA depends on this work. Chairperson Robitaille ask if there we any questions – none.

MOTION to approve financials as presented: Vice-Chair Gaetjens-Oleson moved to approve the Financials. It was seconded by Board Member Dindorf

Chairperson Robitaille: Yes.

Vice-Chair Gaetjens-Oleson: Yes.
Board Member Martland: Yes.
Board Member Dindorf: Yes.

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

Guest - Presentation of Audit, Jennifer Conners, Runyon Kersteen Ouellette (RKO)

Jennifer Conners, from RKO (virtually), presented the results of the FY 2022 audit. She thanked James and the staff for getting information quickly and being organized. Ms. Conners provided an overview of the audit results conducted the week of July 11th, with the report being completed in the end of September. She noted that there were no material weaknesses, one significant deficiency which is the segregation of duties. This deficiency is not new to the Council and is ongoing. This is a result that the staff is not large enough for ideal segregation of duties, but the Council has other procedures in place to offset this. The financial statements received an unmodified opinion meaning they are materially correct in terms of generally accepted accounting principles. The net position has steadily increased over the last five years, moving from a \$220,000 deficit in 2018 to a positive balance in the recent year of \$250,000. Ms. Conners reviewed the income and expenses. Ms. Conners had one other recommendation regarding written policies for federal programs, because the Council receives federal grants, it is required to follow uniform guidance. It is recommended that the Council have written policies. Ms. Conners asked for questions – there were none. Members and staff thanked Ms. Conners

The board commented that the financial position is far better than it was six years ago.

Discussion regarding the uniform guidance – Mr. Steele commented that we follow the uniform guidance; however, it is not written. We are in the process of putting these policies into writing as recommended.

Discussion regarding the segregation of duties and always comes back to not having a large enough staff. When the Council did have segregation of duties, there was an additional administration staff. The one process that we do have is that all payables are reviewed by the Treasurer and Executive Director.

MOTION to accept the FY2022 audit as presented: Board Member Dindorf moved to accept the FY 2022 audit as presented and reported. It was seconded by Board Member Martland.

Chairperson Robitaille: Yes.
Vice-Chair Gaetjens-Oleson: Yes.
Board Member Martland: Yes.
Board Member Dindorf: Yes.

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

Other Business

Annual Commission Meeting November 16th, 2022 4 to 6 pm

Ms. Moren-Grey commented that previously the group discussed having a panel on wildland fire but has not connected with the State of NH. She proposed that this topic be hosted in the new year as an online program capturing a larger audience. The Commission meeting will be full of an overview of the North Country Rising Plan; Regional Housing Needs Assessment, personnel policy change, and a slate of officers.

Board Member Dindorf shared an update regarding the wildland fire in Hart's Location (May 2022). Followed by Board discussion regarding

Update on HB 1188

Ms. Moren-Grey recapped the process for appointing a member to the State of NH OHRV Study Commission. There were five applications received, four that could be evaluated and one that had no response to the questions. There was a team of two board members and two staff members who reviewed the applications. The review team had redacted applications, so the team did not know who the individuals were. The team selected Steve Jackson from Gorham; no alternative was selected. The next step will be to verify Mr. Jackson's abutter status, and then the notification will go out.

Byway Enhancement Awards

Board Member Martland provided an update on the Byway Enhancement Awards and observations of what is being seen at byway makers or rest stops that have been improved.

Nonpublic Session under RSA 91-A:3, II (if needed)

Not needed.

Public Comment

Chairperson Robitaille asked for public comment. None

Adjourn – 3:10

MOTION to Adjourn Vice-Chair Gaetjens-Oleson moved to adjourn. It was seconded by Board Member Dindorf.

Chairperson Robitaille: Yes.

Vice-Chair Gaetjens-Oleson: Yes.

Board Member Martland: Yes.

Board Member Dindorf: Yes.

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

Respectfully Submitted,

Michelle Moren-Grey, Executive Director