

AUDIT COMMITTEE MEETING MINUTES

March 19, 2008

AUDIT COMMITTEE MEMBERS PRESENT: N. Hall, Clark, Rymph, Henke, Campbell

AUDIT COMMITTEE MEMBERS ABSENT: Shay, Suprenant

SUPERVISORS: None

Debra Prehoda, Clerk

J. Gonyeau, Sr. Audit Clerk

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

- 1) Call to Order
- 2) Approval of Minutes – February 13, 2008 Meeting
- 3) Audit Monthly Bills
- 4) Other Business
- 5) Adjournment

Chair N. Hall called the meeting to order at 9:02 A.M.

A motion to approve the minutes of the February 13, 2008 meeting was moved by Mr. Clark, seconded by Mr. Henke and adopted.

The committee addressed a request by Doug Cosey, Administrator Pleasant Valley, regarding payment to Stantec Consulting Services, Inc. in the amount of \$6,013.46 for professional services regarding the Pleasant Valley septic failure without the required original invoice or a signed voucher, memo attached. A motion to refuse processing for payment a voucher submitted by Stantec for professional services relating to the PV septic system without an original invoice or signed voucher was moved by Mr. Clark and seconded by Mr. Henke. Discussion. Chairman N. Hall called Doug Cosey and was awaiting a return call before further consideration of the motion.

The committee proceeded with auditing the bills.

The committee reconvened.

Prior to auditing the bills, a motion was made to refuse processing for payment a voucher submitted by Stantec for professional services relating to the PV septic system without out an original invoice or signed voucher. Chairman N. Hall was unable to make contact with Doug Cosey on this matter. Mr. Clark withdrew his motion and Mr. Henke withdrew his second. A motion to approve payment to Stantec if documentation is received by tomorrow, receipt of an original invoice or a signed voucher, was moved by Mr. Rymph, seconded by Mr. Campbell and adopted.

A motion to pay all bills as audited was moved by Mr. Clark, seconded by Messrs. Henke and Campbell and adopted.

The committee reviewed the monthly audit report, attached. Judy Gonyeau, Sr. Audit Clerk, advised the committee that the Office for the Aging vouchers are now submitted through the Department of Social Services and this would be the last month that the Office for the Aging would be noted on the report.

The meeting adjourned at 11:33 A.M.