

NHRS Board of Trustees, Audit Committee  
February 2023

**NOTE:** These minutes from the February 10, 2023 Audit Committee meeting were approved and executed at the March 14, 2023 regular meeting of the NHRS Audit Committee.

**Audit Committee  
Board of Trustees**

**Public Minutes  
February 10, 2023**

**New Hampshire Retirement System  
54 Regional Drive  
Concord, NH 03301**

*Participating Committee Members:* Monica Mezzapelle\*, *Chair*; Chris Coates\*, Tim Lesko\*, and Germano Martins\*. *Absent:* Maureen Kelliher.

*\*These Trustees participated remotely as permitted under RSA 100-A:14-a. As a result, all votes were by roll call.*

*Staff participating:* Jan Goodwin, *Executive Director*; Timothy Crutchfield, *Deputy Director and Chief Legal Counsel*; Mark Cavanaugh, *Associate Counsel and Compliance Officer*; Heather Hoffacker, *Internal Auditor*; and Marie Mullen, *Director of Finance*.

The Chair called the meeting to order at 11:00 a.m. and a roll call was taken to ascertain a quorum.

Upon a request from the Chair, a motion was made by Trustee Martins to accept the public minutes of the January 10, 2023 Audit Committee Meeting. Trustee Coates seconded the motion, and the minutes were approved unanimously. Trustee Coates abstained as he did not attend the January 10 Audit Committee meeting.

Ms. Hoffacker discussed the outstanding items on the Internal Audit Tracker. The number of outstanding employer audit files waiting to be processed by Member Services is 3. The number of files requiring submissions from employers is 121. Combined, these total 124 files, 2 files less than the previous update.

Ms. Hoffacker noted that the January meeting Management had indicated would be taking place regarding the Pension Recoupment Outstanding Funds Review had been rescheduled to February.

Ms. Hoffacker discussed that the Alternative Investments Monitoring and Reporting Audit has been split into 3 audits, 2 of which, the Market Value Confirmation Audit and the Alternative Investments Monitoring and Financial Reporting Overview, will be presented at the March Audit Committee meeting. The Audited Financial Statement Reviews Audit will follow.

Ms. Mullen discussed the Plante Moran fiscal year 2022 opportunities letter. Plante Moran had 5 recommendations, 2 of which were repeat recommendations. The underlying conditions for the repeat recommendations reflect current statute and are deemed immaterial. Thus, the responses are the same as previous years. NHRS concurs with the remaining 3 items and is reviewing our processes. These were due in part to processes being affected by staff turnover. NHRS has corrected the processes and are working to improve controls.

Ms. Mullen then discussed the external auditing services RFP review and recommendations. Five responses were received and after consideration representatives from the top 3 highest scoring firms were interviewed. After the interviews and discussion, the staff Review Committee voted unanimously to recommend Plante Moran for another 5-year term. The Review Committee consisted of the Executive Director, Deputy Director, the Internal Auditor, and the Director of Finance. The Chair requested a motion to approve the contract with Plante Moran for external auditing services. The motion made by Trustee Lesko and seconded by Trustee Coates. The motion was approved unanimously.

Ms. Mullen discussed that the GASB 68/75 update will be provided at the March meeting as time constraints prevented it from being presented in February.

No further business came before the Committee. The next meeting has been scheduled for March 14, 2023.

A motion was made by Trustee Martins to adjourn the meeting, seconded by Trustee Coates, and approved unanimously.

*Respectfully submitted,*

*Heather Hoffacker*