

NHRS Board of Trustees, Audit Committee
February 2024

NOTE: These minutes from the February 13, 2024, Audit Committee Meeting were approved and executed at the April 9, 2024 regular meeting of the NHRS Audit Committee.

**Audit Committee
Board of Trustees**

**Public Minutes
February 13, 2024**

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

Participating Committee Members: Monica Mezzapelle, *Chair*; Jason Henry, Maureen Kelliher and Germano Martins.

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*; Marie Mullen, *Director of Finance*; Nancy Miller, *Director of Member Services*; and Jennifer Gordon, *Controller*.

The Chair called the meeting to order at 9:20 a.m. after ascertaining a quorum.

Upon a request from the Chair, a motion was made by Trustee Kelleher to accept the public minutes of the December 12, 2023, Audit Committee meeting. Trustee Henry seconded the motion, and the minutes were approved unanimously.

Trustee Martins arrived after the approval of the December 12, 2023 minutes.

Ms. Hoffacker discussed the Internal Audit Tracker explaining that numerous items, which had previously been on hold, have now been completed. Dates have been set for remaining items and some detail was noted pertaining to specific items with extended completion times.

Ms. Hoffacker discussed updates to the Internal Audit Plan as the ADV/Other Regulatory Disclosure Monitoring Audit has been completed with no finding of concerns. A review of staff permissions in the updated Pension Gold system is currently underway and has been added to the plan.

Ms. Hoffacker confirmed that all items on the Data Security Response Report have now been completed. In addition to the advantages of the Pension Gold upgrade, an additional managed security service provider has been contracted.

Ms. Hoffacker presented the results of the Form ADV & Other Regulatory Disclosure Monitoring Audit. Review of internal written instructions in addition to pertinent fact sheets from the regulatory agencies were conducted and deemed appropriate. A

sampling of 25 percent of the regulatory disclosures found that controls in place were appropriate and functioning as designed.

Ms. Mullen discussed the fiscal year 2023 GASB 68 and 75 Reports, both of which included external auditor opinions of presenting fairly, in all material respects. Upon request from the Chair, Trustee Henry motioned to recommend to the full Board of Trustees that they vote to accept the June 30, 2023, GASB 68 and 75 Reports, as presented. Trustee Kelleher seconded the motion, and the recommendation was approved unanimously.

Ms. Mullen then discussed a personnel change in the Finance Department, which will address certain external audit findings, by including an analyst position to address investment related processes and controls.

The next Audit Committee Meeting is scheduled for April 9, 2024.

A motion was made by Trustee Henry to adjourn the meeting at 9:33 a.m., seconded by Trustee Kelleher, and approved unanimously.

Respectfully submitted,

Heather Hoffacker