

**STATE OF NEW HAMPSHIRE**

**Wetlands Council**

**Wetlands Bureau Permitting– Performance Audit**

**AUDIT FINDING Corrective Action Plan**

**Initial Plan Submittal: August 2019**

**Completion Status:**

- Open** •
- Partially Resolved** ••
- Substantially Resolved** •••
- Fully Resolved** ••••

<b>Obs #</b>	<b>Observation Title</b>	<b>Recommendation</b>	<b>Action Item</b>	<b>Due Date</b>	<b>Completion Status</b>	<b>Comments</b>
<b>8</b>	Ensure The Wetlands Council Fulfills its Statutory Roles	Review council strategic issues. Meet timely with the Commissioner or designee. Provide formal objections to proposed rules.			••••	Strategic issues are reviewed yearly in January. Meetings are held quarterly with the Commissioner or designee. Formal objections to proposed rules are provided when rules are presented. This Corrective Action Plan has been developed in Response to the Audit.
<b>24</b>	Improve Wetlands Council Appeals Timeliness And Adherence To Statutory Requirements	same			••••	Review determined that most issues were consistent with applicable statute or outside the authority of the Council
<b>25</b>	Improve Management of Wetlands Council Remands To The Department	same			••••	The Council has no authority to manage remands to the department.
<b>54.1</b>	Improve Council Adherence With The Right-to-know Law	Meeting Notice and Minutes improvements	Post Notice on website of draft minutes availability		••••	Council/Department Support Staff SOP implemented October 2018.

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<b>54.2</b>	Improve Council Adherence With The Right-to-know Law	Quorum issues	See Obs. 56		●●●●	See Obs. 56
<b>55</b>	Improve Wetlands Council External Reporting				●●●●	
<b>56</b>	Improve Wetlands Council Compliance With Financial Disclosure Requirements		Ensure all Council Members File RSA 15-A Financial Disclosures		●●●●	Council/Department Financial Disclosure SOP implemented October 2018
<b>57</b>	Improve Wetlands Council Compliance With The Administrative Procedure Act	Update Council Rules to be consistent with current statute		Feb 2020	●●●	Existing draft rules being revised as required and promulgated.
<b>58</b>	Improve Consistency Of Environmental Council Rules	Update Council Rules to be consistent with other three environmental councils	See Obs. 57	Feb 2020	●●●	Consistency draft complete.
<b>59</b>	Improve Wetlands Council Member Orientation	same	Develop orientation materials		●●●●	Orientation materials distributed Jan. 2019
<b>60</b>	Clarify Roles Of Staff Supporting The Wetlands Council	same	Develop DES/Council SOP's		●●●●	Council/Department Financial Disclosure SOP and Support Staff SOP implemented October 2018