

# Montana Public Service Commission



James Brown, Chairman

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LEGISLATIVE AUDIT DIV.

## PUBLIC SERVICE COMMISSOIN AUDIT RESPONSE CHECKLIST - BULLET POINTED

### RECOMMENDATION #1

- Implementation of a Strategic Plan process; -- **ongoing**
- Reorganization of Centralized Services Division; -- **ongoing**
- Hiring of CPA; -- **completed**
- Creation of Executive Director Position, who will be responsible for internal policies and procedure creation and compliance; -- **completed**;
- Review and revision to PSC internal process manual – the ‘Blue Book’; -- **ongoing**;
- Creation of a silo process wherein each Commissioner is given a capped sum certain for travel, -- **ongoing**; and
- Consultation with agency management to gather ideas for change — **completed**.

### RECOMMENDATION #2

- Return of the single pro card issued to a Commissioner -- **completed**;
- Direction to Centralized Services Staff to keep on top of state policies by reviewing them on a regular basis -- **ongoing**;
- Providing management training opportunities to upper level management – **partially completed and ongoing**;
- Revision of travel reimbursement form to require better detail on state-related purpose of travel – **to be done**;
- Strict compliance with state law, policy and ‘Blue Book’ requirements for authorization of travel/per diem reimbursement -- **ongoing**;
- Creation and implementation of policy for physical inventory storage and tagging of agency capital assets and technology -- **completed**;
- Creation and implementation of policy for disposing of dated or surplus state property -- **completed**;
- Better documentation of circumstances resulting in the hiring of outside legal counsel when exigent circumstances require the hiring of same -- **ongoing**;
- And working with legal staff and fiscal staff to develop a written PSC debt collection policy detailing fiscal staff duties/responsibilities (number of attempts, waiting period, etc.), available recourse before transfer to DOR, and then listing transfer to DOR as the final recourse – **Started and ongoing**.

### RECOMMENDATION #3

- Hiring a CPA and assigning the CPA, when onboarded, to work with fiscal staff on developing proper internal controls over the Department’s funding activity – **CPA hired, ongoing**;

#### RECOMMENDATION #4

- Creation of policy to be followed in circumstances where outside legal counsel is required – **to be done**; and
- Ongoing negotiations with the DOA, namely SITSD, about settling the contract dispute between the two agencies (including the entering into a MOU committing each agency to resolving the dispute) and affirmatively exercising state policy as to arbitrating an agency-to-agency dispute – **completed and ongoing**.

#### RECOMMENDATION #5

- Development and enactment of a note disclosure process detailing the process and steps for the Centralized Services Division Administrator, Chief Legal Counsel and the Chairman to follow – **completed**; and
- Reaching out to the State Accounting Bureau for guidance on the note disclosure process prior to the start of the next audit process – **to be done**.