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# CITIZENS SUMMARY

## Findings in the audit of the House of Representatives

### Personnel Policies and Procedures

Although the House revised its intern and sexual harassment policies after the resignation of the former Speaker of the House following disclosure of his inappropriate relationship with an intern, auditors identified needed improvements in personnel policies and procedures. House policy provides annual leave benefits to its employees that are more generous than those provided to most other state employees. The House also granted employees administrative leave, costing an estimated \$107,000 in fiscal year 2015 and \$142,000 in fiscal year 2014, for days in addition to state holidays although most other state employees do not receive additional days off. The House equal employment opportunity policy does not address requirements regarding the Americans with Disabilities Act, and the House's employee handbook does not provide for employee leave for care of a returning service member as provided by the Family and Medical Leave Act. The House's handbook also does not include a whistleblower policy to protect employees from potential retaliation.

### Records Policies

While it is the House's position that the Sunshine Law does not apply to records of individual members, the House has not defined in a policy what records it asserts are specifically closed or open. The House also has not established a written policy regarding email retention. Currently, the House archives email in its system for 6 weeks; however, these retention procedures have not been documented in a policy.

### Incomplete Documentation

The House did not completely document salary adjustments provided to some employees. Auditors reviewed supporting documentation and interviewed House officials regarding raises provided to 21 employees and found the House did not adequately document the reasons for raises for 11 of those employees.

### Lobbyist Contributions

Members of the House's Interim Committee on Education solicited and received contributions of \$500 from each of two lobbying firms for travel costs of the committee's statewide education tour conducted during September and October 2013. The contributions were used for a \$1,000 bus rental deposit.

### House Interim Committee Meeting Minutes

The House did not retain records of meetings for two House interim committees in accordance with the Sunshine Law and House rules. The House could not locate any agendas, minutes, or final reports for the 2014 Interim Committee on Missouri Military Impact and Sustainability and the 2013 Interim Committee on Medicaid Transformation.

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## Joint Committees

Some House/Senate joint committees did not adequately prepare or retain agendas and/or meeting minutes in accordance with the Sunshine Law. In addition, some committees did not meet or report their activities as required by enabling statutes. Auditors selected 17 joint committees to review the meeting agendas, minutes, and reports produced by the committees in calendar years 2013, 2014, and/or 2015. Eight of the 12 joint committees that held meetings during the period reviewed did not prepare properly detailed minutes and/or agendas. Seven of the 13 joint statutory committees reviewed did not meet and/or report their activities to the General Assembly during the period reviewed as required by enabling statutes.

In the areas audited, the overall performance of this entity was **Good**.\*

\*The rating(s) cover only audited areas and do not reflect an opinion on the overall operation of the entity. Within that context, the rating scale indicates the following:

- Excellent:** The audit results indicate this entity is very well managed. The report contains no findings. In addition, if applicable, prior recommendations have been implemented.
- Good:** The audit results indicate this entity is well managed. The report contains few findings, and the entity has indicated most or all recommendations have already been, or will be, implemented. In addition, if applicable, many of the prior recommendations have been implemented.
- Fair:** The audit results indicate this entity needs to improve operations in several areas. The report contains several findings, or one or more findings that require management's immediate attention, and/or the entity has indicated several recommendations will not be implemented. In addition, if applicable, several prior recommendations have not been implemented.
- Poor:** The audit results indicate this entity needs to significantly improve operations. The report contains numerous findings that require management's immediate attention, and/or the entity has indicated most recommendations will not be implemented. In addition, if applicable, most prior recommendations have not been implemented.

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