

**Minutes**  
**Greater Tompkins County Municipal Health Insurance Consortium**  
**Audit Committee**  
**August 15, 2013 - 3:00 p.m.**  
**Ithaca Town Hall**

Attendees: Steve Thayer, Judy Drake, Chantalise DeMarco  
Excused: Laura Shawley, Chuck Rankin  
Guests: Judy Taber, Locey & Cahill; Rick Snyder, Tompkins County Finance Director

**Call to Order**

Mr. Thayer called the meeting to order at 3:09 p.m.

**Acceptance of Minutes**

The minutes of the July 18, 2013 meeting were approved as submitted.

**Discussion of Excellus Claims Process Privacy Questionnaire**

There was continued discussion of the Privacy Examination Questionnaire that was a part of the New York State Audit. A draft document was provided based on a sample used by the BOCES Consortium that would be used as a template for the Consortium as well as all municipalities to adopt on their own letterhead. A question was raised as to who would be the Privacy Official; no one has been identified as the *Privacy Official for the Consortium*. Ms. DeMarco said if an Executive Director were hired that individual could assume this role. Based on suggested revisions, Ms. Drake agreed to revise the documents and re-send for inclusion in the next agenda and a recommendation will be made on who will be designated as the Privacy Official at a later time.

**Review of Draft Request for Proposals for Claims Process and Audit**

The Committee reviewed the draft document that was included in the agenda packet. There were many pages attached to the draft document that included template language from the County. Mr. Snyder suggested the first section be drafted and then presented to the County to determine what additional pieces are necessary. Based on suggestions made, a revised document will be included in the next agenda for continued review.

**Explanation of Sections of Financial Report**

This item was deferred to the next meeting to allow for Ms. Shawley who had made the request for this information, to be present.

**Update on Finance Department Transition**

Mr. Snyder reported the transition in the Finance Office is going well. He is working on the Consortium's financial report for July and will be sending the information to Mr. Locey and the Bonadio Group in the next few days. He reported Lisa Christian who replaced Christine Bednar in the Finance Department has also completed the transition into her position. They will be scheduling training within the next 30 days with the Bonadio Group for the Quickbooks program. He reported on the new billing protocol and said most entities have received their bills that will cover the following month. For some of the municipalities it is not much of a change;

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however, it is a big issue for Tompkins Cortland Community College and the County. He explained that for a few months at this time of the year TC3 has no cash flow and has been hit with an extra month's bill at a time that is difficult for them. The County will basically be loaning the funds to the College until the cash flow problem corrects itself as it usually does. Mr. Mareane had some initial concern with the new billing process because he had thought the Consortium would be forcing 13 months of payments in 12 months and the County's budget is not designed to handle that. Although it initially appears that way Mr. Snyder explained that was not what actually happens and that all municipalities are only being billed for 13 months in a 12 month period. From a cash flow perspective, the municipalities will be paying 13 payments within a 12 month period. From a budget-based perspective, the municipalities should only record 12 months of payments as "expense", the 13<sup>th</sup> payment should be recorded as "pre-paid insurance" if they pay it before December 31, 2013.

### **Adjournment**

The meeting adjourned at 4:17 p.m.

Respectfully submitted by Michelle Pottorff, Administrative Clerk