

Minutes
Greater Tompkins County Municipal Health Insurance Consortium
Audit Committee
February 20, 2014 - 2:00 p.m.
Ithaca Town Hall

Attendees: Steve Thayer, Judy Drake, Chuck Rankin (arrived at 2:09 p.m.),
Laura Shawley, Scott Weatherby
Guests: Steve Locey and Judy Taber, Locey & Cahill; Rick Snyder,
Tompkins County
Finance Director

Call to Order

Mr. Thayer called the meeting to order at 2:08 p.m.

Approval of Minutes of January 16, 2014

It was MOVED by Ms. Shawley, seconded by Ms. Drake, and unanimously adopted by voice vote by members present, to approve the minutes of January 16, 2014 as submitted. MINUTES APPROVED.

Update on Request for Proposals for Medical and Prescription Drug Claims Auditing Services

It was reported eight responses to the Request for Proposals were received, of which only a couple responded to both services. Due to an oversight not all of the responses were received in an electronic format and they will be scanned and sent to Mr. Locey for an initial review and evaluation. A subcommittee was established (Mr. Thayer, Ms. Shawley, and Mr. Rankin) to review the responses and Mr. Locey's summary and will meet prior to the next meeting on March 20th.

Continued Discussion of Recertification Process

Comments submitted by Don Barber, Board of Directors Chair, were circulated as he was unable to attend the meeting. Mr. Barber suggested as part of its fiduciary responsibility the Committee consider developing a recertification process for all covered lives within the Consortium and new employees as opposed to doing a full eligibility audit. The Committee concurred with Mr. Barber's opinion.

Mr. Locey distributed an updated packet of forms that are proposed for use in a recertification process that includes a spouse, dependents, and a domestic partner. He said he will check the rules relating to the children of domestic partner.

Mr. Weatherby questioned how frequently this information would be requested. Mr. Locey said for dependents the information would be requested only once. For a spouse the information would need to be updated periodically. Mr. Locey did not recommend it be done annually and suggested every three years.

Development of a Procurement Policy

Following a review of an initial draft policy suggestions were incorporated; a revised policy will be presented at the next meeting for a final review before being submitted to the Board of Directors. Mr. Snyder will ask his staff to review the document as well.

Treasurer's Report

Mr. Snyder reported the audit will begin the week of March 20th. They are working on financials and the State report and hope to have information ready by the next meeting. Mr. Locey reported that the Consortium finished the year with approximately \$3.5 million in net income even after paying the initial assessments back to municipalities. he reported on ancillary benefits and said he believes there is now a complete packet that everyone can be provided that includes contact information, enrollment information, and fees. Ms. Drake said a meeting that was scheduled with insurance clerks and Lincoln Financial will be rescheduled.

State Audit

Mr. Locey reported one of the findings from the State audit was related to external appeals that the Consortium was not aware of. As a result a memorandum of understanding has been drafted and reviewed by attorneys that requires Excellus and ProAct to notify the Consortium when an external appeal is initiated and also on the outcome of the appeal. He said the Board will consider adoption of those documents at its February 27, 2013 meeting.

Adjournment

The meeting adjourned at 3:17 p.m.

Respectfully submitted by Michelle Pottorff, Administrative Clerk