

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

Approved 4-15-2014

Attendees: Steve Thayer, Judy Drake, Chuck Rankin, Laura Shawley
Excused: Scott Weatherby
Guests: Ann Muldoon, Locey, Locey & Cahill; Rick Snyder, Tompkins County Finance Director

Call to Order

Mr. Thayer called the meeting to order at 2:05 p.m.

Approval of Minutes of February 20, 2014

It was MOVED by Mr. Rankin, seconded by Ms. Drake, and unanimously adopted by voice vote by members present, to approve the minutes of February 20, 2014 as submitted. MINUTES APPROVED.

Report on Responses to Request for Proposals for Medical and Prescription Drug Claims Auditing Services

Mr. Thayer said the responses were not ready for review by the subcommittee that was established and asked Ms. Muldoon to provide an overview at this time. Ms. Muldoon said Mr. Locey distributed spreadsheets containing an overview of the responses received and commented that Mr. Locey recommends conducting the audits at different times. She reviewed the responses, commenting that the ideal sample size for the medical plan audit would be between 250 to 300 for the size of the Consortium. The following points were noted from the discussion of the medical audit responses:

- Questions raised during the discussion that need follow-up include: How much, if any funds were included in the budget?
- Including a discussion point of examining contracting with separate companies for the services or having one company conduct separate audits.
- Ms. Muldoon will follow-up with two of the responders with questions concerning sample size and rate questions that arose during the discussion.
- Ms. Muldoon will ask Mr. Locey to compile information on the cost per claim.
- The subcommittee scheduled to meet March 26th at 10 a.m. at the Town of Ithaca

April Audit Committee Meeting

The Committee agreed to cancel its April meeting with the intention of meeting jointly with the Finance Committee in April as there are overlapping agenda items (financials and financing the medical and prescription claims audits).

Eligibility Audit/Recertification Process

Mr. Thayer reported at the Board of Directors meeting on February 27th a request and recommendation was made to present the information to Joint Committee on Plan Structure and Design at its next meeting. That meeting was subsequently held and the Committee was in support of moving forward. Ms. Drake said there was discussion about establishing parameters around the process; it was the consensus to use the new forms for all new hires, however, the process and ramifications for a full recertification process still needs further discussion. It was suggested and members supported beginning with open enrollment on January 1, 2015 and to have a deadline of May 1st.

She suggested asking Beth Miller of Excellus for some guidance on this. Ms. Drake offered to contact Ms. Miller to see if she would be able to provide some guidance and training on this for health insurance clerks, particularly the smaller municipalities.

Procurement Policy

The Committee reviewed the proposed Procurement Policy with changes incorporated from the last meeting. Mr. Snyder commented that the auditors are pleased to see this moving forward. No further changes were and the Committee supported moving the policy forward to the April 24 Board of Directors meeting for approval. Ms. Pottorff will draft a resolution to present to the Board of Directors to approve this policy.

Treasurer's Report

Mr. Snyder reported his office has been very busy with the Consortium's Audit.

Other Items

Mr. Thayer asked if anyone has heard about Excellus claims being in pending status. He said he spoke with Ms. Miller and was told it was due to a change in their system due to Health Care Reform and having to go through each contract to make a change effective January 1, 2014. She said she expected it to be completed by April 8th. This has resulted in claims expense appearing to be very low. Although it will not have an impact on the Consortium's financials this should be kept in mind as an explanation to why there will appear to be a spike when this is caught up.

Future Agenda Items

Ms. Pottorff will follow-up with Mr. Barber on a request he made previously that the Committee become familiar with the Enterprise Risk Model.

Adjournment

The meeting adjourned at 3:00 p.m.

Respectfully submitted by Michelle Pottorff, Administrative Clerk