



**Finance Committee
Meeting Minutes
Tuesday, August 8, 2017 • 8:30am
15 Industrial Parkway, Burlington, VT**

Committee Members:

Commissioner Dimitruk, Chair
Alt Commissioner Powers
Alt Commissioner Millar
Commissioner Bohne
Alt Commissioner Jensen (Absent)

Staff Members present:

Mark Sousa, General Manager
Michelle Daley, Director of Finance
Kim Wall, Grants Manager
Jordan Nelle, Controller

Meeting opened at 8:32am

1. Adjustment of the Agenda – No adjustments
2. Public Comment - No public comment.
3. Approval of Meeting Minutes – Minutes for approval are the April 11th and June 13th meetings. Commissioner Powers moved to approve, and Commissioner Millar seconded. No additional comments. Both sets of minutes were approved as drafted.
4. Update on Medicaid Services Contract – Mr. Sousa provided an update on the Medicaid services contract with VPTA. There are some challenges, staff will be paying close attention to the financial impacts during this first quarter. We are expecting to have less funds this year to operate a program with program costs that are difficult to predict. GMT was notified in mid-July about an error made by the DVHA contractor HP Technologies that an overpayment was made to us from the period of Sept 2016- June 2017. Ms. Daley explained how this error was made and the steps we have taken to ensure this doesn't occur again.
5. Discussion on topics for the annual board retreat – Staff and committee members discussed in greater detail the information needed for the board retreat.
6. Audit Preparations for FY2017 – The management letter provided with the FY16 audit report was reviewed. Staff explained the procedures and policies that were put in place to respond to the recommendations.
7. Auditor RFP – Staff provided the committee with a brief review of the upcoming process for the auditor RFP. Commissioner Dimitruk asked that a copy of the draft scope of services be shared with the committee prior to finalization. Commissioner Powers, asked that we ensure the scope includes during the year services as part of the contract. We have been able to call on our current auditor for advice during the fiscal year for non-audit type services without incurring additional charges.
8. FY18 Workplan – Staff provided the draft workplan. We added a Medicaid update as a standing agenda item for each meeting and made some minor grammatical changes. Staff will send the updated plan to the committee. We also discussed meeting times and if those should be changed to better accommodate attendance. Commissioner Dimitruk and Commissioner Millar will coordinate their calendars since all others were fairly flexible.
9. Meeting Adjourned at 9:35am

Next Finance Committee meeting is September 6, 2017 at 9am.