

# MONROE COUNTY WATER AUTHORITY

## Audit Committee Meeting Thursday, December 3, 2020 8:00 a.m.

### ATTENDEES:

#### Committee:

Joseph R. Rulison  
Matthew J. Fero  
Sheryal A. Volpe

#### Staff:

Nicholas Noce  
Larry Magguilli  
Diane Hendrickson  
Amy Molinari

#### Other:

Andrew Dean, HS&E  
Douglas Zimmerman, EFPR Group  
Thomas Smith, EFPR Group

The meeting of the Audit Committee was called to order by Chairman Rulison at 8:00 a.m.

#### 1. REVIEW 2020 AUDIT PLAN

Douglas Zimmerman and Thomas Smith of EFPR Group, LLP presented a scope of services, a timetable, and a plan for conducting their audit of the Authority's financial statements for year ending December 31, 2020. This item was for informational purposes only and did not require any action from the Committee.

#### 2. REVIEW & APPROVE EXCESS WORKERS' COMPENSATION INSURANCE

Diane Hendrickson, Director of Human Resources, addressed this item with the Committee, indicating that NCAComp, Inc., the Authority's Broker of Record for this insurance, presented the Authority with a proposal for Excess Workers' Compensation Insurance through Midwest Employers Casualty Company. She reviewed this firm's proposal with the Committee, and she and Mr. Noce responded to questions posed by the Committee. After some discussion, and based on NCAComp's recommendation, the Audit Committee proceeded as follows:

Motion was made by Mr. Fero, seconded by Mrs. Volpe, and passed unanimously to recommend to approve the placement of Excess Workers' Compensation Insurance as brokered through NCAComp, Inc., in accordance with Midwest Employers Casualty Company's proposal for the period January 1, 2021 through December 31, 2021, in the estimated amount of \$90,994 and to forward this item to the full Board for approval.

#### 3. REVIEW & APPROVE WORKER'S COMPENSATION THIRD PARTY ADMINISTRATOR

Ms. Hendrickson informed the Committee that Requests for Proposals were solicited from six firms, to which she received three responses. She summarized her analysis of the proposals and discussed proposed terms and options. After some discussion, the Audit Committee proceeded as follows:

Motion was made by Mrs. Volpe, seconded by Mr. Fero, and passed unanimously to recommend to the full Board to enter into an agreement with NCAComp, Inc. to be third party administrator for the Workers' Compensation Plan beginning January 1, 2021 through December 31, 2021 in accordance with the terms of their proposal.

4. REVIEW & APPROVE EMPLOYEE LIFE AND LTD INSURANCES FOR 2021 AND 2022

Ms. Hendrickson presented a recommendation to purchase Employee Life and Long Term Disability Insurances from Cigna Corporation as brokered and recommended by Brown and Brown, the Authority's Broker of Record. These insurances would be for a two year guaranteed rate at current prices. Following some discussion, the Audit Committee proceeded as follows:

Motion was made by Mr. Fero, seconded by Mrs. Volpe, and passed unanimously to purchase Employee Life and Long Term Disability Insurances from Cigna Corp. as brokered through and recommended by Brown and Brown, and to forward this item to the full Board for approval.

5. REVIEW & APPROVE 457 DEFERRED COMPENSATION EXTENSION

Ms. Hendrickson informed the Committee that MassMutual has agreed to a one year contract extension to administer the Authority's 457 Deferred Compensation Plan in which all terms and pricing will remain the same. Ms. Hendrickson stated that Requests for Proposals will be sent out next year to secure a Plan administrator. After some discussion, the Audit Committee proceeded as follows:

Motion was made by Mrs. Volpe, seconded by Mr. Fero, and passed unanimously to accept MassMutual's offer of a one year extension, as proposed, and to forward this item to the full Board for approval.

6. DISCUSS POTENTIAL DATES FOR 2021 AUDIT COMMITTEE MEETINGS

The next meeting of the Audit Committee is scheduled for Tuesday, March 2, 2021 at 8:00 a.m.

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There being no further business to come before the Committee, motion was made by Mrs. Volpe, seconded by Mr. Fero, and approved unanimously, to adjourn the meeting at 8:25 a.m.

  
Karin Anderson, Management Assistant