

**COMMITTEE ON ACCOUNTS, ENROLLMENT AND
REVENUE ADMINISTRATION**

November 9, 2009

5:15 PM

On motion of Alderman M. Roy, duly seconded by Alderman Ouellette, it was voted that in the absence of Chairman Sullivan, Alderman Lopez would serve as the Chair.

Chairman Lopez called the meeting to order.

The Clerk called the roll.

Present: Aldermen Lopez, DeVries, M. Roy, Ouellette

Absent: Alderman Sullivan

Messrs: J. Burkush, C. Stawasz, B. Sanders, T. Arnold, C. DePrima

Alderman DeVries asked could we take up item eight on the agenda first?

Chairman Lopez addressed item 8 of the agenda:

8. Communication from James Burkush, Fire Chief, requesting on behalf of Rockingham Ambulance, Inc. an increase in patient charges.

Chief James Burkush, Fire Chief, stated as you know, the Fire Department oversees the ambulance contract and we've received a request from Rockingham Ambulance for a rate increase. I have the director of Rockingham Ambulance, Mr. Stawasz, to explain the request.

Mr. Christopher Stawasz, Rockingham Ambulance Executive Director, stated we are seeking to increase our rates for the coming term of our one year addendum, which begins on January 1, 2010. The rates have not been increased in the last five years, which was the term of our current agreement. What I have done for your information is put together a couple of things for your review. One looks at some publicly available data on what other area communities are charging for ambulance rates. The other puts together some typical scenarios of what your constituents would be charged for a typical trip. The first of those three scenarios are people with Medicare who are clearly the most prevalent in our dealings with people. The second is people with Medicaid and the last are people with commercial insurance.

Chief Burkush stated if I may give some background to the Committee, over the past few months we have reviewed the financial statements of Rockingham with the City Finance Department, the City Solicitor's Office and Mr. Kevin Buckley. They are required in the contract to give us their financial statements. We reviewed those and we feel that the rate request is justified.

Alderman Lopez asked what is it justified in reference to? When you reviewed the financial statements with Kevin Buckley did they give reports or anything?

Chief Burkush replied that's correct.

Alderman Lopez asked is that what you gave us here?

Chief Burkush replied no.

Alderman Lopez stated please explain what justified means.

Mr. Stawasz stated I won't speak for the Chief, but the system, as you know, is completely run on user fees. There is no subsidy from the City as there was when we first began in 1993. I think the City was paying close to \$1 million for the contract at that time. Since then, there has been no subsidy. We rely completely upon user fees. In the last five years, we have seen some significant increases in our costs, in particular in the amount of bad debt that we are facing with people who aren't paying their bills. By way of example, I have a few dollar figures for you. In the last five years of the contract, our bad debt has been \$5.7 million. Our amount of free care, the amount of money that we write off for individuals who truly cannot afford to pay for their ambulance bill, is over \$100,000. We also feel that in 2010 the Medicare rates, which are really the floor rate for what a lot of insurance carriers will set their rates at, are going to decrease 6% unless there is a healthcare bill that is passed before the end of the year. There is a sunset clause and some things that Congress has passed are going to catch up with us that will reduce the amount of revenue that we get when we bill Medicare or Medicaid.

Alderman Lopez asked when you say \$5 to \$6 million, is that in Manchester?

Mr. Stawasz replied yes.

Alderman Lopez asked even though you get reimbursed by Medicare?

Mr. Stawasz replied that's correct.

Alderman Lopez asked did the Finance Officer review these reports?

Mr. Stawasz replied yes, sir.

Chief Burkush stated I have the document that was put together by Finance.

Alderman Lopez stated I'm trying to understand this, Mr. Sanders, because we just got this documentation.

Mr. Bill Sanders, Finance Officer, stated I just asked Mr. Beloin to get our files on this.

Alderman M. Roy stated as you know, I have had a few thoughts of our ambulance service in the City. The bad debt number, the \$5.7 million, basing that on the most expensive cardiac trip two miles at \$816, that means over 7,000 trips are unpaid.

Mr. Stawasz replied that's probably correct. That is based on a five year period.

Alderman M. Roy asked roughly a little over \$1.1 million?

Mr. Stawasz replied it is right around there and steadily increasing. There are a large number of people who we take on a regular basis. In essence, we are their healthcare provider.

Alderman M. Roy stated I would be remiss if I didn't say that I would like to see the summary and what audits have been done. When was the last time the financials were reviewed? I'd like to see a summary from our internal auditor and possibly let the next Board and Mayor go ahead and make a decision on what happens with this prior to us making an arbitrary decision this evening. I believe the entire ambulance service needs to be reviewed and its interaction with the Fire Department.

Alderman DeVries stated you talked about possible legislation being passed by the end of this year and a decrease of approximately 6% in the Medicare reimbursement, which as you noted is used by many insurers. How will that be reflected on bills to our citizens if we are looking at an increase that will keep the Medicare reimbursement and out of pocket costs to our citizens consistent with what it previously was, which was \$91.10? Will we then see additional out of pocket expenses to them or will that be written off automatically as a Medicare provider?

Mr. Stawasz replied as a Medicare provider that would be written off automatically. There is no way that we can charge above that, regardless of what the decrease would be. You have to accept what Medicare allows.

Alderman DeVries stated I'm looking at what you handed out to us tonight. There will be no increase to Medicare patients on any type of transport. There will be no cost to Medicaid recipients, as there previously was no cost. It looks like there is no cost to any commercial plan. Does that vary based on the type of insurance?

Mr. Stawasz replied that varies based upon the individual's plan. When you do a contract with a commercial insurance carrier, the rates are usually proprietary depending upon the provider. Typically, those are negotiated by the volume of business that you have with that particular entity. There are certain commercial providers that pay more than Medicare and ones that pay less. We are trying to get to the ones that are paying more.

Alderman DeVries asked can you give us any historical knowledge on auto insurance? Does that tend to pay the charge after an auto accident? Does that vary dramatically?

Mr. Stawasz replied most of them will pay 100% of the auto crash.

Alderman DeVries stated with the rest of the health insurance carriers it depends on the types of coverage that are elected by the individual on what is paid. I can't speak for a lot of people, but certainly a lot of citizens have an idea of what type of coverage they have negotiated into. What I am seeing is the increase will be to individuals who have no health insurance at all.

Mr. Stawasz stated there will be an increase to those individuals. However, for the last 15 years the board that was established to hear free cases has never had to meet because we have written off every free care case that has come to our attention.

Alderman DeVries asked you've written off every free care?

Mr. Stawasz replied there is a provision in the contract that allows for a three person board to hear from constituents who have a bill who are requesting to be relieved of the bill because they cannot pay for it. If someone takes the time to fill out the paperwork and provides that to us, we provide it to them, no questions asked. That won't change. That will continue to stay as it has for the last 15 years.

Alderman DeVries asked can you tell us what percentage of individuals without coverage gets written off?

Mr. Stawasz replied not off the top of my head. I'm going to say less than 5%.

Alderman DeVries stated so about 5% of the people without medical insurance actually ask for relief. For others you can enter into some sort of settlement process?

Mr. Stawasz replied yes.

Alderman DeVries asked do you have collections? Do you keep them in house? Do they quickly end up in the hands of a collection agency?

Mr. Stawasz replied it is clearly stipulated in the contract that we have to keep it in house for a period of 90 days before it can go to an outside collection agency to allow folks an opportunity to pay. We don't charge interest. We have payment plans. If someone has a catastrophic medical illness and they don't have health insurance and there is no way that they can pay, they can apply for the free care program. That is clearly stated on all the invoices and bills that our customers receive.

Alderman DeVries stated that was going to be my next question. How do individuals know that they can apply for assistance? You said that is clearly stated on that individual's bill so they know that when they are getting a bill they know if they have some sort of a case. You said you hold bills in house for 90 days. Does that mean that automatically, even if there are payments coming in, they would go to collection?

Mr. Stawasz replied no.

Alderman DeVries stated if someone is paying \$50 or \$100 per month you hold on to that and don't hand it over to collection?

Mr. Stawasz replied absolutely.

Alderman Lopez asked how many times have you come to this Board in the last five years?

Chief Burkush replied there has been no rate increase in the contract.

Alderman Lopez asked Mr. Sanders, after you reviewed the financials would you have recommended that this should have previously come before us? I don't understand. If we are losing all this money in five years...you keep operating at a deficit. Could you enlighten me a little? I'm a little confused.

Mr. Sanders replied I'll try, Alderman. A rate increase has not been requested for five years so the Rockingham Ambulance has been operating with level rates for five years. They have incurred operating losses on this service they are providing. The schedule that was handed out would show you that in 2006 they essentially broke even. They made a small profit of \$3,000 on \$3.3 million in revenues. They lost \$300,000 in 2007. They lost \$123,000 in 2008. This is just on the Manchester service. For the first six months of this year, they had lost \$92,000. I presume that they could have come forward and asked for a rate increase, but for their own business reasons they chose not to do that. They have been operating at a loss. Their audit report shows that we have looked at those along with the internal auditor of the City. The biggest expense that you have already talked about is the bad debt write

off expense that they make each year, which averages about 25% of their total revenue.

Alderman Lopez asked can anyone tell me why seven fire departments do ambulance service versus two commercial and one third party?

Mr. Stawasz replied there are many different models. Are you referring to Goffstown and other agencies?

Alderman Lopez replied yes, according to the document.

Mr. Stawasz stated there are different models of EMS providers that can be set up. For example, Derry uses a system where they take firefighters off of fire trucks to run ambulances. In our City, we don't have the staffing available to do that. The demographics in the community make a difference whether the service would make a profit. If you are working in Bedford, a community that would be more affluent, you would be able to sustain that service.

Alderman M. Roy asked what is your fiscal year? Is it a calendar year?

Mr. Stawasz replied yes, sir.

Alderman M. Roy asked could you explain the deductions from the revenue? On the front sheet it says "revenues less deductions". Could you go through the deductions from revenue on the second page?

Mr. Stawasz replied deductions from revenue are exactly what you are seeing on the examples that I handed out for Medicare and Medicaid patients. Those are deductions that you are required by law to take from your gross charges. For instance, if you were to bill Medicare for \$100 and they pay \$50, you are required to take that deduction from revenue for \$50 and not fill it. It just comes out of the gross.

Mr. Sanders stated that would be a contractual adjustment or allowance as it is shown on this schedule.

Alderman M. Roy asked the \$410,820 contractual allowances, are these deductions in Medicare?

Mr. Stawasz replied Medicare and Medicaid, yes.

Alderman M. Roy asked what is the \$202,000 in Other?

Mr. Stawasz replied Other is commercial insurance carriers. Oftentimes companies negotiate with commercial insurance carriers in order to receive payment directly from the carrier, rather than the payment going to the patient and having to go back and chase it. There is some type of rate adjustment or deduction that you agree to so you can electronically submit and get your payment faster.

Alderman DeVries asked how far are you into a contract?

Mr. Stawasz replied this is the fifth year of a five year agreement. We recently signed a one year extension that begins January 1st. We did it rather late in the year. We certainly would like to incorporate a rate increase in that extension, but I understand that wasn't possible. Rather than leave the City with a very narrow time frame to look for a provider, we agreed to the extension with the understanding that we would be able to come here and plead our case for what we thought was a reasonable rate increase.

Alderman DeVries moved to approve this item and send it to the full Board. Alderman Ouellette duly seconded the motion. The voted resulted in a tie.

Alderman M. Roy stated I might have a compromise. This Committee will receive a report from the internal auditor on the financials that we received and a potential discussion of whether or not this could come back to the City as a revenue source and be looked at under a new administration in January.

Alderman Lopez asked are we voting on the extension?

Alderman M. Roy replied no. The extension is done. We have no option there. We want it to be done because we want service out there. That's not in our hands. The only thing in our hands is whether or not we do the rate increase.

On motion of Alderman M. Roy it was voted to table and have additional information be provided at the next Committee meeting in December. The motion was not seconded.

Alderman DeVries stated obviously the benefit to the community is having the ALS support ambulance in our community. The balance sheets you provided to us clearly indicate that this portion of the ambulance service is not run at a profit. It is run at a loss, but it puts you in a community where you can provide other services. I'm sure that helps to offset the loss. If you weren't able to close some of the gap that you are operating at, when you come back to the City as a provider looking for a new contract, would you be asking us for dollars to supplement that? What other avenues do you have before you?

Mr. Stawasz replied it is difficult to say what will happen in the future, particularly with what's going in Washington as far as healthcare reform is concerned and how that may impact reimbursement rates that go towards additions and other Medicare Part B carriers such as ourselves. I would have to take a wild guess and say that it is unlikely that they will be significantly raised. If anything, they will probably be decreased. We're trying to make sure that the system is financially sound so it can continue to function at the high level of efficiency and patient outcome that it functions at today. We demonstrated through our financial reports that it is not a system that makes exorbitant amounts of money. We feel that we are requesting rates that put us into the same category as most of the other communities around Manchester. In most cases it is still less. It is an affordable service for the community.

Alderman DeVries stated I think what is important to me is that you are not asking for a rate increase that will be passed onto the majority of the citizens. It is staying consistent to exactly where you have been. That's important to me. You're not shifting that component. It is also important to me that you keep an active ability to write off for those that have no insurance. I think that is a very important component of the contract that I don't want to see in any way minimized. Operating at too great a loss it is going to impact the free care component that you are able to offer our citizens. I don't know how else we could convince the acting chair. Waiting until January is not something that I found favorable. There may be a way that this could be passed without a recommendation to the full Board and we could let the full Board weigh in.

Alderman Lopez stated I opposed this because of what the Chief said. I want to make sure that we are working along the lines of what we are doing and the extension. That is what I was confused on as to what we are doing.

Alderman Ouellette stated I voted in favor of this because if we vote against this we're asking a private company to operate in a deficit and hurting a very important service to the City. I think it is a service that we cannot afford to cut. If you call 911 for an ambulance, you want to make sure that they are there in a timely fashion. I'll go back a few months when the taxicab companies were operating in a deficit and we approved the rate increase. I would say that that had a much more detrimental effect to the people using that than this will. Like was stated, the Medicare recipient sees no increase in the amount that they are going to have to pay. New Hampshire Medicaid still pays nothing and commercial insurances don't pay anything. I really don't think it is fair to this company to ask them to operate in a deficit for another year.

Alderman O'Neil stated I heard some conversations about the financials. My understanding is you and your staff, along with Mr. Buckley, have taken a look at the financials.

Mr. Sanders replied that's correct, Alderman. We did and we put this material together that we handed out this evening.

Alderman O'Neil stated I'm not sure what new information could come out. It has already been examined. I'm not sure what the Chief said that convinced Alderman Lopez. Chief, as presented, this is the recommendation of the Manchester Fire Department?

Chief Burkush replied we did some research on what other communities are doing and we know the City of Nashua just passed the identical rate increase of 25%. We believe it is reasonable.

Alderman O'Neil asked this has the support of you and your staff?

Chief Burkush replied absolutely.

Alderman Gatsas asked is there any piece of paper that shows how many services work for each line item that we see before us? How many cardiac arrest, basic life support?

Mr. Stawasz replied what I did was try to come up with the most typical scenarios that you would see.

Alderman Gatsas stated what I am looking for is how many trips we have and what that is a reflection of. Obviously, when you look at the average gross bill compared to where we are there is probably another 10% or 20%, and in some cases 36%, from the average. I would like to look at a composite of if we went to the average even though you didn't and we charged it as a surcharge to the City side as a revenue to us. I would like to see how many trips are in there and what the availability of that is. I would agree with my colleagues that there is added information that we need, but we also need to know what we can charge as a surcharge from the City side. Otherwise, you are looking at a number that says proposed \$560 and the average bill is \$613. If we went to the \$613 and the City took that other 10% of the \$560 as a revenue source, what would that mean to the City and how much revenue would we see if that was collected?

Mr. Stawasz replied that would be a very interesting forecast to make because unfortunately, with Medicare and Medicaid as the two largest payers, you can charge \$1 million per trip and they are only going to pay \$433. It is a narrow window of opportunity to collect from people. Even though you would raise the rate of the average, it wouldn't be a pure return on that number. If there were 5,000 trips, you wouldn't gain that average on all 5,000 trips. It would be a portion of that. That is an interesting scenario and I don't know how that would play out.

Alderman Gatsas stated if you could get back to us with a list so we can look at that.

Mr. Stawasz stated as far as the contract is written now, I don't know if that would be allowed to be done.

Alderman Gatsas stated we can amend contracts.

Alderman O'Neil stated I think some of these discussions are healthy, but it may be healthy after the one year extension. The Chief and I had a discussion many months ago about whether there could be significant changes to the contract and I thought the Solicitor said no. Is that correct? Mr. Sanders, were you involved in those discussions?

Mr. Sanders replied yes, I was. The Solicitor said that the contract could only be extended for one year, as long as it is identical to the contract that has been in existence for the last four years. There are no changes to the contract. If we wanted to change the contract, it would have to go through a bid process.

Alderman O'Neil stated I think Alderman Gatsas' suggestion is valid, but it might be better moving beyond the one year extension.

Alderman Gatsas stated no, I would just as soon look at it...

Alderman O'Neil interjected we need to keep in mind that the contact expires at the end of December. We don't have a lot of time. We're talking about the 911 service in the City.

Alderman Lopez stated you have a year from what I understand. The other thing you are asking for is a rate increase for that one year. There should be a comparison to what's on the sheet for the trips that you are making. This doesn't explain it. Could you provide that later?

Mr. Stawasz replied I am certainly willing to do that as an opportunity for both of us to see if there is something beneficial for both sides.

Alderman Gatsas stated there is no question that the contract has already been extended so if the rate is either \$560 or \$631 is immaterial. If we agree to extend it from the \$560 to the \$613 that they are asking for with an understanding that there is a surcharge coming back to the City, that won't change anything. That is not a change in the contract. That is a change in rate and how you are going to pay that rate.

Alderman Lopez asked Mr. Sanders, the surcharge...

Mr. Sanders interjected I'm going to have to defer to the Solicitor.

Alderman Lopez asked if we go along with what the Alderman says and move this thing forward and talk about a surcharge, would you have to open up a new contract and send it out or could this be accomplished with the existing contract in the next year?

Mr. Tom Arnold, Deputy City Solicitor, replied I think that the Board of Mayor and Aldermen could authorize a change to the charges without going back out to a full bid. Under the Ordinance that allows for extensions, it basically says that a department can grant an extension for one year on the same terms and conditions and that's what Mr. Sanders was referring to.

On motion of Alderman DeVries, duly seconded by Alderman Ouellette, it was voted that the rate increase be approved and sent to the full Board.

Alderman Lopez asked you will provide the information that has been requested?

Mr. Stawasz replied yes, sir.

Alderman DeVries asked will that be coming up at the following meeting to allow time to gather the information?

Alderman Lopez replied it is okay with me if it comes up tomorrow night.

Alderman M. Roy stated we're asking for a financial summary so unless it is something that someone can hit print and give it to us tomorrow morning then it should come up in two weeks.

Mr. Sanders stated if you meant the request that Alderman Gatsas made, I do not believe that can be made ready for tomorrow's meeting.

Alderman Lopez asked how long would that take you?

Mr. Sanders replied I'm going to say several days to put that together and make sure...

Alderman Lopez stated so if this was approved in the first meeting in December the rate increase would be no problem. You could provide that information?

Mr. Sanders replied yes.

Chairman Lopez addressed item 3 of the agenda:

3. Department travel/conference summary report submitted as follows:
 - Jay Minkarah, (MEDO) 2009 NEDA Conference, Philadelphia, PA. (September 20, 2009 through September 22, 2009)

On motion of Alderman M. Roy, duly seconded by Alderman DeVries, it was voted that the department travel/conference summary be approved.

Chairman Lopez addressed item 4 of the agenda:

4. Communication from Thomas Brennan, Superintendent of Schools, requesting a waiver of any and all fees associated with the use of JFK and Westside Arenas by the high school hockey programs.

On motion of Alderman Ouellette, duly seconded by Alderman M. Roy, it was voted to discuss this item.

Alderman Ouellette stated seeing the financial situation for the district...Mr. Sanders did you receive this memo? Have you had any discussions with the Superintendent? I don't see anyone here from the School District to speak to this.

Mr. Sanders replied I have not spoken to the Superintendent about it. I did see the communication, but I see not speak with him.

Alderman Ouellette stated they took a vote and passed it over without an explanation on what basis we would do this.

Mr. Chuck DePrima, Parks and Recreation Director, asked what was the question?

Alderman Ouellette replied what was the basis for them to ask us to waive the fees? What would that mean to the Parks and Recreation Department?

Mr. DePrima replied I have to believe that the basis for asking that the fees to be waived was so they can realize savings on their side of the budget. The impact of that to us, based on the loss of revenue we have in other areas, mainly from the youth hockey leagues, would be catastrophic.

Alderman Ouellette asked have you been in discussions with the School District's Athletic Department about this?

Mr. DePrima replied yes.

Alderman Ouellette asked do you have a recommendation?

Mr. DePrima replied not on this particular subject, but we have been in discussions with them recently to find ways to save money in other areas of the athletic program. This particular item has been waiting to be discussed at a Committee level.

Alderman Ouellette asked what is the total amount they want us to write off?

Mr. DePrima replied \$13,750.

Mr. Sanders stated no, I think it is about \$75,000.

Alderman Ouellette stated the bottom number that I see is \$99,513 for the total. I don't see a number that says \$75,000 on any of these sheets. It says any and all fees associated with JFK West Side Arena by the School District.

Mr. Sanders stated the estimate on the schedule that the Parks and Recreation Director has is \$75,000. That would be the revenue that would be earned during the year to the School District based on rental of the facility for high school hockey.

Alderman Ouellette asked how do we make that up? I'm assuming your department can't absorb a \$75,000 loss.

Mr. DePrima replied we definitely cannot.

Alderman Ouellette stated I'm disappointed that no one is here from the School Department to explain to us what the ramifications on the School side would be.

Alderman Lopez stated I think we should table this because I'm familiar with the Finance Officer working with the School Department and trying to get some final numbers from the City Side. I would suggest that this become part of the final documentation that the Finance Officer needs in order to figure out the revenue on the City side from either the Enterprise or general fund.

On motion of Alderman Ouellette, duly seconded by Alderman M. Roy, it was voted to table this item.

Chairman Lopez addressed item 5 of the agenda:

5. Communication from William Sanders, Finance Officer, submitting the City's Monthly Financial Report (unaudited) for the three months ended September 30, 2009.

On motion of Alderman M. Roy, duly seconded by Alderman Ouellette, it was voted to discuss this item.

Alderman M. Roy asked is there anything we should know?

Mr. Sanders replied I would report that overall, on the expenditure side, we are doing well. We're actually spending less than what we would have anticipated through the month of September by a small amount. I'm also please to report that our health insurance expenses, at least through the end of September, seem to have stabilized. We're still spending over budget, but not a great amount. \$250,000 on \$3 million is reasonable. Our revenues continue to be trailing last year. As you can see primarily in the auto registration area and interest income there is an anomaly because of how Ryder Truck registered their trucks this year. They didn't do it until October. They did it in September last year. Overall, our auto registrations are probably about \$700,000 lower than last year and our interest income is about \$160,000 lower. Overall, we're doing reasonably well at this point.

Alderman M. Roy asked what is that number after Ryder Truck?

Mr. Sanders replied Ryder Truck was a \$550,000 registration so that \$1 million would have been what we would have been at if Ryder Truck had done it at the same time. We would have been short by about \$550,000. We will be making an adjustment in our DRA filings to bring our auto registrations down.

On motion of Alderman DeVries, duly seconded by Alderman Ouellette, it was voted that the City's Monthly Financial Report (unaudited) be received and filed.

Chairman Lopez addressed item 6 of the agenda:

6. Communication from Lisa Sorenson, Financial Analyst, submitting Finance Department reports as follows:
 - Department Legend
 - Accounts Receivable summary
 - Open Invoice report over 90 days
 - Open Invoice report for interdepartmental billings
 - Open Invoice report all invoices due from the School Department only
 - Listing of invoices submitted to City Solicitor for Legal Determination

On motion of Alderman M. Roy, duly seconded by Alderman DeVries, it was voted that the Finance Department reports be approved.

Chairman Lopez addressed item 7 of the agenda:

7. Communication from Lisa Sorenson, Financial Analyst, submitting a summary on collections.

On motion of Alderman M. Roy, duly seconded by Alderman Ouellette, it was voted that the summary on collections be approved.

TABLED ITEMS

9. Update on the status of Policy and Procedure manuals for each department.
(Note: The Committee has requested that all manuals be completed by June. Tabled 1/06/09. Retabled 7/07/09.)

This item remained on the table.

10. Communication from Kevin Buckley, Independent City Auditor, submitting the P-Card Program Performance Audit.
(Tabled 11/25/08 waiting for solutions to all of the observations)
On file for viewing with Office of the City Clerk, One City Hall Plaza.

This item remained on the table.

11. Communication from Kevin Buckley, Independent City Auditor, submitting an audit of the Office of the City Clerk, Business License and Enforcement Division.
(Tabled 10/21/08)
On file for viewing with Office of the City Clerk, One City Hall Plaza.

This item remained on the table.

12. Communication from Kevin Buckley, Independent City Auditor, submitting an audit of the VISTA program and updating the committee on the status of pending and future audits.
(Note: Tabled 2/4/08 Copies of the audit and supporting documentation previously sent to the BMA and Committee members; Remained tabled 3/4/08; Updated communication between Kevin Buckley, Internal Auditor, and Janice Lopilato, State Program Specialist of the Corporation for National & Community Services attach; Tabled 3/11/08; Internal Auditor to present the attached Business Expense Policy as amended.)
On file for viewing with Office of the City Clerk, One City Hall Plaza.

This item remained on the table.

There being no further business, on motion of Alderman Ouellette, duly seconded by Alderman M. Roy, it was voted to adjourn.

A True Record. Attest.

Clerk of Committee