

MHDS OF THE EAST CENTRAL REGION
Fiscal Agent RFP
Answers to Questions
February 2018

How many checks have been issued each year since the inception of ECR?

7,033 from July 2014 through December 2017, current pace is about 2,100 per year, using a bi-weekly claim period.

To what extent will the Fiscal Agent engage judgement in daily activities? In other words Is the work black and white, cut and dry accounting, report generating?

This has evolved “backwards” to more black and white accounting and report generating. There is still judgement in review of the claims and back and forth correspondence with the region claims supervisor regarding duplicate payment, documentation questions, etc. sometimes even the appropriateness of using region/public funds for a particular expenses. (typical questions we would go over with any department head submitting claims for county payment)

Understanding that ECR has its own audit, Will the County’s Audit also include ECR activities? It is most cost (and time) effective, to have the same firm audit the ECR activities as audit the fiscal agent county’s activities. The region does have a “separate” audit, but there is obviously a lot of crossover. The region pays for the regional audit.

With the change that’s taking place in changing of the guard from one Fiscal Agent to another, are ALL duties of the current Fiscal Agent being transferred to the successful bidder? OR are current Fiscal Agent duties being downsized in the transfer? Will SOME of the duties of the current Fiscal Agent be transferred to the positions currently held by Deborah Guard and Mechelle Dhondt? (Attempting to figure out extent of work in relation to the extent Jones County has endured the past 5 years, whether it will likely be equal, or more, or less) It is anticipated that duties will remain essentially the same as they are at this time, but a clear division of duties will be established with the transition to a new fiscal agent.

How is it known that all revenue checks have or have not been received? Is there a way to know what is expected to be received?

All miscellaneous receipts are deposited directly with the fiscal agent. Regarding the member county assessments, yes the fiscal coordinator does typically double check with the fiscal agent to be sure the assessments are correctly calculated and provides a copy of the invoices to the fiscal agent, so the fiscal agent can verify the amounts received are correct. Regarding other payments, region staff notifies the fiscal agent when SSI payments are anticipated along with documentation for the amount, period covered, and

client name. As soon as the fiscal agent receives notification from the Treasurer's office that those SSI payments were received (ACH) the fiscal agent notifies region staff of the receipt of the funds. Regarding other reimbursements no one has full knowledge in advance of when those might be expected. Regional staff does track anticipated revenues in our state-wide computer system (CSN). When the fiscal agent receives checks for miscellaneous reimbursements, a copy along with any documentation is emailed to the region claims coordinator and the fiscal coordinator. Long way to a short answer-for some items we know a time period and amounts expected, for other items, none of us has any way of knowing in advance.