



Date of Memo: October 11, 2022
Current Meeting: October 20, 2022
Board Meeting: October 27, 2022

BOARD MEMORANDUM

TO: Indianapolis Public Transportation Corporation (IPTC) Board of Directors
THROUGH: President/CEO Inez P. Evans
FROM: Director of Governance & Audit Brian Atkinson
SUBJECT: Consideration and approval of Employee Share of Health Insurance Premiums

ACTION ITEM A – 4

RECOMMENDATION:

Review and receive Governance & Audit Report 2022-06
Employee Share of Health Insurance Premiums

BACKGROUND:

In July 2022 the Finance Department requested Governance and Audit to work on a review of the employee share of health insurance premium deductions that are in arrears.

DISCUSSION:

The primary objective in performing this process review was to evaluate the number of past and current employees that are in arrears in health insurance premiums and potential dollar amounts owed to IPTC.

Accordingly, our scope included reviewing:

- ADP Deduction Arrears Reports
- Current employment status of those in arrears
- ADP Employee Leave Reports

An update was provided IPTC Management to determine an Action Plan.

Our approach included performing interviews with members of IPTC Payroll and the Department of People & Teammate Experience along with requesting reports from each.

This review identified one high-risk observations which are presented in the accompanying report.

- Employee Share of Health Insurance Premiums in Arrears

ALTERNATIVES:

N/A

FISCAL IMPACT:

The amount owed by each employee in arrears varies depending on the time they are out of pay status and the insurance options selected during enrollment. Arrears amounts range from \$7 to \$5K.

DBE/XBE DECLARATION:

N/A

STANDING COMMITTEE DISCUSSION/RECOMMENDATION:

This action will be reviewed by the Governance & Audit Committee on October 20, 2022.