



STATE OF NEW YORK
Authorities Budget Office

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November 20, 2015

Mr. Thomas J. Quatroche Jr., Ph.D
Acting President and Chief Executive Officer
Erie County Medical Center Corporation
462 Grider Street
Buffalo, New York 14215

Dear Mr. Quatroche:

The Authorities Budget Office (ABO) is authorized to assist public authorities improve management practices and the procedures by which their activities and financial practices are disclosed to the public. Pursuant to Section 2800 of Public Authorities Law, state and local authorities are to make documents pertaining to their mission, current activities, annual financial reports, budgets and independent audit reports accessible to the public on the authority's official or shared web site. To assist state and local authorities meet their disclosure and reporting obligations, the ABO has issued Policy Guidance No. 10-03: "Posting and Maintaining Reports on Public Authority Web Sites". This guidance provides a checklist of policies, reports and other information that the Authority should maintain online in accordance with the Public Authorities Reform Act of 2009 (Act).

On November 6, 2015 we reviewed the Erie County Medical Center Corporation's (Corporation) web site. Our review was limited to verifying that the required information is being posted on the Corporation's web site. It did not address the substance of these documents. Our review focused on data for the fiscal year ended December 31, 2014. We have concluded that the Corporation has not made certain required information available on its web site. Please review the attached findings and take the appropriate action so that all information required under Section 2800 of Public Authorities Law is available online and easily accessible to the public. Please provide us with a written confirmation that you have fully addressed these concerns by December 24, 2015. You may view Policy Guidance No. 10-03 at www.abo.ny.gov. Please contact us if you have any additional questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael Farrar', written over a horizontal line.

Michael Farrar
Acting Director

Enclosure

cc: Kevin Hogan, Chair, Erie County Medical Center Corporation

Review of Erie County Medical Center Corporation's Website

| Information To Be Posted on Public Authority's Web Site | Posted on Web site (Yes/No) |
|---|--|
| Authority Mission Statement | Yes |
| Authority Enabling Statute | Yes |
| Authority By-laws | No |
| Authority Code of Ethics | Yes |
| Authority Organization Chart – posting, at a minimum, the Authority's executive structure and major organizational units. | No |
| Report on Operations and Accomplishments - Description of the Authority's operations, completed and active projects, as well as any material changes in Authority operations and programs | Yes |
| Subsidiaries, Affiliates, and Major Authority Units and required subsidiary reports per statute | Yes |
| List of Authority Board Members, including appointing entity, appointment dates, term and professional experience, background and qualifications of each member and officer | No – link to board of directors indicates "coming soon" |
| Executive Management Team (making more than \$100,000 in annual salary) - including professional background, experience and qualifications | Yes – however, no background, experience or qualifications included |
| Authority Performance Measures | No |
| Authority Performance Measures Report | No |
| Authority Schedule of Debt | Yes |
| Management's Assessment of the Authority's Internal Control Structure and Procedures - including a description of operating and financial risks | No – the auditors' review of controls is not management's assessment of the controls |
| Board meeting agendas and meeting minutes | Yes |
| Board meeting webcasts | Yes |
| Schedule and notices of all board meetings | Yes |
| List of Committees and Committee Members | No |
| Committee meeting notices and agendas | No |
| Committee meeting minutes and webcasts | No |
| Annual Budget Report and details of 4-year financial plan | Yes |
| Annual Independent Certified Financial Audit | No |
| Independent Auditor's Report on Internal Controls over Financial Reporting | No |
| Independent audit management letter | No |
| List of Real Property owned by the Authority | Yes |
| Property Acquisition and Disposition Policies | No |
| Personal and Real Property Transactions | Yes – the Annual Report indicates no transactions in 2014 |
| Policies for the procurement of all goods and services | No – only the process for soliciting bids is posted |
| Annual Procurement Report - post the reports generated from the PARIS Procurement Report, and include name of the Authority's Procurement Officer | Yes – but only contracts in excess of \$100,000 reported |
| Investment Policies | No |
| Annual Investment Report, including the investment audit results and management letter, record of investment income of the authority and a list of fees paid for investment services | No |
| Fee Schedules (if applicable) - list of any service or administrative fees charged | N/A |
| Current Year Official Statements (for those authorities issuing debt) | N/A – no debt was issued in 2014 |

*Review conducted by the Authorities Budget Office on November 6, 2015