



Greater Tompkins County Municipal Health Insurance Consortium

125 East Court Street • Ithaca, New York 14850 • (607)274-5590
www.healthconsortium.net • consortium@tompkins-co.org

“Individually and collectively we invest in realizing high quality, affordable, dependable health insurance.”

Executive Committee Agenda **January 13, 2021 - 3:30 p.m.** **Ithaca Town Hall/Zoom**

- 1) Call to Order (3:30)
- 2) Changes to the Agenda
- 3) Approval of Minutes: December 1, 2020 Executive Committee
December 17, 2020 Board of Directors
- 4) Chair’s Report J. Drake
 - a. Committee Priorities
- 5) Executive Director’s Report (4:00) E. Dowd
 - a. PBM RFP Timeline and Review Process
 - b. **RESOLUTION:** Delegating Authority and Responsibility for Cyber Security Matters to the Operations Committee
 - c. DFS Circular Letter 17
- 6) Consortium Staffing (4:15)
 - a. Finance Manager Hiring Plan
- 7) Financial Update (4:30) S. Locey/R. Snyder
 - a. End of 2020 Report
 - b. 2021 Budget Updates:
 1. Financial Review
 2. Report on large loss claim activity
 3. Accounts Receivable
 4. Expenditure Report
- 8) Future Agenda Topic (from December meeting):
 - Continued Discussion of Plan Underwriting/Plan Design/Discounting Premiums on Metal Level Plans
- 9) Adjournment (5:00)

Next Meeting: March 10, 2021

**Executive Committee
Minutes – Draft
December 1, 2020 – 3:30 p.m.
Via Zoom**

Members: Judy Drake, Peter Salton, Steve Thayer, Rordan Hart
Guests: Lisa Holmes, Operations Committee Chair; Steve Locey, Rob Spenard, Locey & Cahill; Don Barber, Consultant; Rick Snyder, Treasurer; Jim Bower, Joint Committee on Plan Structure and Design Chair
Staff: Elin Dowd, Executive Director; Michelle Cocco, Clerk of the Board

Call to Order

Ms. Drake, Chair, called the meeting to order at 3:33 p.m.

Changes to the Agenda

There were no changes to the agenda.

Approval of Minutes of October 13, 2020

It was MOVED by Mr. Hart, seconded by Mr. Thayer, and unanimously adopted by voice vote by members present, to approve the minutes of October 13, 2020 as submitted. MINUTES APPROVED.

Chair's Report

Ms. Drake reported on negotiations that have been held relating to Mr. Barber's contract, noting an increase in the hourly rate along with a decrease in the total number of hours. Ms. Dowd said in 2021 she will play a larger role in new member recruitment and the Consortium's Newsletter will gradually be moved over to being a staff responsibility.

RESOLUTION NO. – 2020 – APPROVAL OF CONTRACT FOR CONSULTING SERVICES – DONALD L. BARBER – JANUARY 1, 2021 – DECEMBER 31, 2021

MOVED by Ms. Drake, seconded by Mr. Salton, and unanimously adopted by voice vote.

WHEREAS, by Resolution No. 010 of 2019 the Consortium entered into a contractual arrangement with Donald L. Barber, former Executive Director of the Consortium, to perform consulting services, and

WHEREAS, the Executive Committee believes Mr. Barber can continue to provide valuable and important services to the Consortium and wishes to continue to retain Mr. Barber as a Consultant, providing the services under his contract and any others as the Executive Director may, from time-to-time, deem necessary, now therefore be it

RESOLVED, on recommendation of the Executive Committee, That a contract for Consulting Services with Donald L. Barber be approved for the period January 1, 2021 thru December 31, 2021 under the terms and conditions in the recommended contract.

RESOLVED, further, That the Board of Directors hereby authorizes the Chair of the Board sign a contract with Donald Barber for Consulting Services.

RESOLUTION NO. - 2020 – EXTENSION OF CONTRACT FOR PLAN CONSULTANT – LOCEY & CAHILL, LLC – JANUARY 1, 2020 – DECEMBER 31, 2021

MOVED by Mr. Thayer, seconded by Mr. Hart, and unanimously adopted by voice vote.

WHEREAS, the Consortium requires ongoing Plan consulting services to continue its operations, and

WHEREAS, the Plan consulting services needed include: strategic planning, financial analysis, recommending a budget, producing and filing benefit plan documents, calculating premium equivalents, preparing a variety of internal reports and requests for proposals, attending Board and Committee meetings, claims trends and large loss analysis, assisting municipal partner with benefit and premium questions, and interfacing with third party administrators and ancillary benefit providers, and

WHEREAS, the Consortium issued a Request for Proposals and by Resolution adopted on October 28, 2010, selected Locey & Cahill, LLC of Syracuse to provide consulting services for the Consortium, and

WHEREAS, the Executive Committee has discussed the need and scope of Benefit Plan Consultant Services and recommends that the Consortium continue to retain Locey and Cahill, LLC for those services, and

WHEREAS, the Audit and Finance Committee has reviewed and discussed the terms of the Consortium's contract with Locey and Cahill, and

WHEREAS, Locey and Cahill presented a three-year proposal with terms commencing 2019 through 2021, now therefore be it

RESOLVED, on recommendation of the Audit and Finance Committee, That the Board of Directors hereby extends its contract with Locey & Cahill, LLC for the third year of the current agreement for the period January 1, 2021 through December 31, 2021.

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Executive Director Report

Ms. Dowd reported there is currently a lot of work being done related to open enrollment, bringing in new members, end of the year filings, benefit plan cleanup, as well as wellness initiatives. The Maintain Don't Gain Challenge is currently underway; however, there aren't as many participants this year. The Joint Committee on Plan Structure and Design put this together and will be following-up on the low participation rate. She reported meetings have been taking place with various municipalities regarding both changing plans or encouraging participants to go to a new plan. She said she has spent a considerable amount of time answering questions from TC3 retirees regarding the Medicare Supplement Plan and is expecting a lot of movement into that Plan.

Ms. Dowd reported all of the checks related to the accumulator issue, along with a detailed explanation, have been mailed out. There are still some adjustments that will be made behind the scenes as adjustments are made; however, those who needed to be reimbursed have been.

Ms. Dowd said within the last month the Nominations and Engagement Committee completed its work. She presented and reviewed a slate of membership for 2021 Consortium committees that will be presented to the Board of Directors for approval at its next meeting.

Staffing Discussion

Ms. Dowd provided an update to the presentation that she shared with the Committee last month. The effort to come up with a staffing plan that includes hiring professional expert staff who are accountable to its members was overseen by the Operations Committee. The plan that will be presented for final approval to the Board of Directors includes the following highlights:

- Staff positions: Executive Director (full-time), Clerk of the Board (full-time), Finance Manager (full-time), Benefits Specialist (part-time);
- Administrative/Computer Assistant position will remain vacant;
- Consultants will be used in a different way with the Executive Director assuming some of the current consulting responsibilities. This will allow the Consortium to use consultants in more of a value-added consulting role where complex issues and new ideas can be addressed;
- The Finance Manager will take on some of the accounting responsibilities currently performed by Tompkins County; the Treasurer will continue to be involved with financial matters for the next one to two years;
- Although the Consortium will have five positions; only four will be filled;
- The current budget includes funds paid to Tompkins County for Account Clerk services and those duties will eventually be transferred to the Consortium;
- Although there is a small increase in total salary expenses, the staffing expense continues to be under one percent of the total budget.

In response to Mr. Snyder, Ms. Dowd said Ms. Cocco will be reducing her hours with Tompkins County and moving to the Consortium full-time in January 2021.

Ms. Dowd said when the 2021 budget was developed it did not include the items she has articulated in the presentation. Changes that have occurred since that time is a decrease in the recommended cost of living salary increase from three to two percent and the inclusion of salaries and fringes for the Finance Manager and Benefits Specialist.

Mr. Salton asked if a search committee is being created for the hiring of a Finance Manager and what mechanism will be used for evaluating candidates. Ms. Dowd said this request addresses funding only. A hiring effort would be led by Ms. Drake and would be based on the job description; if Executive Committee members would like to participate in the selection process they are welcome to do so. Mr. Salton said he appreciates the presentation and felt the plan was very well thought out.

RESOLUTION NO. - 2020 – APPROVAL OF 2021 CONSORTIUM WAGE INCREASES AND ESTABLISHING HIRING RATES FOR FINANCE MANAGER AND BENEFITS SPECIALIST POSITION

MOVED by Mr. Salton, seconded by Mr. Thayer, and unanimously adopted by voice vote.

WHEREAS, the Board adopted the 2021 Budget which included estimated wages for staff;
and

WHEREAS, the Executive Director and Human Resources Manager have reviewed the staffing plan, budget and current market and recommends a 2.0% cost of living adjustment for all current staff, and

WHEREAS, the Executive Director and Human Resources Manager recommend a hiring range salary of \$70,000-\$75,000 for the Finance Manager position and an hourly hiring range of \$27.00-\$29.00 for the Benefits Specialist position, both to be filled in 2021, and

WHEREAS, hiring ranges reflect comparable positions in other local municipalities and non-profits, now therefore be it

RESOLVED, on recommendation of the Audit and Finance Committees, That the Board of Directors of GTCMHIC hereby establishes a cost of living adjustment for current staff wages at 2.0% effective January 1, 2021, and

RESOLVED, further, establishes a hiring range salary of \$70,000-\$75,000 for the Finance Manager position and an hourly hiring range of \$27.00-\$29.00 for the Benefits Specialist position, both to be filled in 2021,

RESOLVED, further, That the Executive Director will make every attempt to secure a qualified applicant in the assigned hiring range but will also have the flexibility to return to the Audit and Finance Committee with a request to expand the hiring range if no candidates have been secured.

* * * * *

Ms. Drake said as previously discussed, the Board will also be presented with a resolution to increase the Clerk of the Board hours and creating the positions of Finance Manager and Benefits Specialist as recommended by the Operations Committee.

Next Meeting Agenda

Ms. Drake said the Committee will begin its new structure in January. One of the first items to be considered is the creation of a Review Committee for the Prescription Benefit Management Request for Proposals responses.

The Committee will meet next on January 13th at 3:30 p.m.

New Business

Mr. Locey provided an update on discussions with ProAct regarding a 2021 contract renewal.

Adjournment

The meeting adjourned at 4:18 p.m.



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Regular Meeting Board of Directors – DRAFT December 17, 2020 – 6:00 p.m. Remote by Zoom

Municipal Representatives: 29

Steve Thayer, City of Ithaca
Lisa Holmes, Tompkins County
Mark Witmer, Town of Caroline
Kevin Williams, Town of Homer
Charmagne Rungay, Town of Lansing
Gary Mutchler, Town of Scipio
Chris Wagner, Seneca County
Rich Goldman, Town of Ulysses
Peter Salton, Village of Cayuga Heights
Nancy Niswender, Village of Groton
Rordan Hart, Village of Trumansburg
Darcy Rigdon, Lansing Community Library
Jim Doring, Town of Preble
Ronny Hardaway, Village of Lansing
Tanya DiGennaro, Village of Homer

Mack Cook, City of Cortland
Ed Fairbrother, Town of Big Flats
Chuck Rankin, Town of Groton
Judy Drake, Town of Ithaca
Joan Jayne, Town of Niles
Lonnie Childs, Village of Watkins Glen
David Schenck, Town of Springport
Eric Snow, Town of Virgil
Donna Dawson, Village of Horseheads
Bud Shattuck, Village of Union Springs
Ed Wagner, Town of Owasco (arrived 6:32 p.m.)
Michael Murphy, Village of Dryden (arrived at 6:12 pm)
Laura Shawley, Town of Danby (arrived at 6:13 pm)
Donald Fischer, Town of Horseheads (arrived at 6:12 pm)

Labor Representatives: 4

Jim Bower, 2nd Labor Representative and Joint Comm. on Plan Structure & Design Chair
Zack Nelson, 3rd Labor Representative
Nancy Webster, 1st Labor Representative

Tim Farrell, 5th Labor Representative

Excused: 6

Kathrin Servoss, Town of Dryden
Tom Gray, Town of Sennett
Tom Brown, Town of Truxton

Luann King, Town of Cincinnatus
Christine Laughlin, Town of Newfield
Terrance Baxter, Town of Moravia

Absent: 10

Alex Patterson, Town of Aurelius
Ellen Woods, Town of Enfield
Tom Adams, Town of Marathon
Alvin Doty, Town of Willet
John Malenick, Town of Montezuma

Ray Bunce, Town of Spencer
Richard Neilens, Town of Mentz
Doug Perine, 4th Labor Representative
Miles McCarty/Nathan Nagel, Village of Freeville
Carol Sosnowski 6th Labor Representative

Others in attendance:

Elin Dowd, Executive Director
Rick Snyder, Tompkins County Finance
Steve Locey, Robert Spenard, Locey & Cahill
Beth Miller, Excellus
Travis Brooks
Alvin White, Janine Bond Town of Hector

Don Barber, Consultant
Michelle Cocco, Clerk of the Board
Sunday Earle, TC3
David Mastronaglo, Excellus
Corey Prashaw, ProAct

Call to Order

Ms. Drake, Chair, called the meeting to order at 6:01 p.m.

Approval of Minutes – September 24, 2020

It was MOVED by Mr. Mutchler, seconded by Ms. Jayne, and unanimously adopted by voice vote by members present, to approve the minutes of September 24, 2020 as submitted. MINUTES APPROVED.

Changes to the Agenda

There were no changes to the agenda.

Chair's Report

Ms. Drake reminded municipalities that have not yet done so, to return the resolution approving the 2020 and 2021 Municipal Cooperative Agreement (MCA) along with signature pages to the Clerk of the Board. She noted changes to the MCA cannot be sent to the Department of Financial Services until all have been received. She said in January all Directors and Alternates will again be required to review the Consortium's Code of Ethics and provide an acknowledgment that they have done so.

Executive Committee Report

Ms. Drake reported the Committee has considered a lot of resolutions since the Board of Directors last met. The Executive Committee Bylaws have been provided to members in advance of the meeting and outlines how the Consortium will operate going forward.

RESOLUTION NO. - 2020 – ADOPTION OF EXECUTIVE COMMITTEE BYLAWS

MOVED by Mr. Salton, seconded by Mr. Snow, and unanimously adopted by voice vote by members present.

WHEREAS, upon recommendation of the Consortium's Governance Structure/MCA Review Committee, the Board of Directors approved an amended Municipal Cooperative Agreement that outlines a new governance structure model to become effective January 1, 2021, and

WHEREAS, the amended MCA creates an Executive Committee to oversee operations and develop recommendations for Board actions, and

WHEREAS, the Governance Structure/MCA Review Committee developed Bylaws for the Executive Committee that have been reviewed by the Consortium's Legal Counsel and the full Board of Directors, now therefore be it

RESOLVED, on recommendation of the Governance Structure/MCA Review and Executive Committee, That the Board of Directors hereby adopts the Executive Committee Bylaws effective January 1, 2021.

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**RESOLUTION NO. 027 - 2020 – ESTABLISH BOARD OF DIRECTORS MEETING
SCHEDULE – 2021**

MOVED by Mr. Schenck, seconded by Mr. Wagner, and unanimously adopted by voice vote by members present.

RESOLVED, on recommendation of the Executive Committee, That the Board of Directors hereby adopts the following meeting schedule:

**BOARD OF DIRECTORS
2021 Meeting Schedule**

August 26 – Presentation of Proposed 2022 Budget

September 23 – Annual Meeting (Adopt Budget, Set Premium Rates, Accept New Participants)

Meeting time: 5:00 p.m.

Location:

Zoom/TC3 FORUM

170 North Street

Dryden, New York 13053

Mr. Murphy and Mr. Fischer arrived at this time.

**RESOLUTION NO. 028-2020 – APPROVAL OF CONTRACT FOR CONSULTING SERVICES
– DONALD L. BARBER – JANUARY 1, 2021 – DECEMBER
31, 2021**

MOVED by Mr. Fairbrother, seconded by Mr. Thayer, and unanimously adopted by voice vote by members present.

WHEREAS, by Resolution No. 010 of 2019 the Consortium entered into a contractual arrangement with Donald L. Barber, former Executive Director of the Consortium, to perform consulting services, and

WHEREAS, the Executive Committee believes Mr. Barber can continue to provide valuable and important services to the Consortium and wishes to continue to retain Mr. Barber as a Consultant, providing the services under his contract and any others as the Executive Director may, from time-to-time, deem necessary, now therefore be it

RESOLVED, on recommendation of the Executive Committee, That a contract for Consulting Services with Donald L. Barber be approved for the period January 1, 2021 thru December 31, 2021 under the terms and conditions in the recommended contract.

RESOLVED, further, That the Board of Directors hereby authorizes the Chair of the Board sign a contract with Donald Barber for Consulting Services.

Mrs. Shawley arrived at this time.

RESOLUTION NO. 029 - 2020 – EXTENSION OF CONTRACT FOR PLAN CONSULTANT – LOCEY & CAHILL, LLC – JANUARY 1, 2020 – DECEMBER 31, 2021

MOVED by Mr. Snow, seconded by Mrs. Shawley, and unanimously adopted by voice vote by members present.

WHEREAS, the Consortium requires ongoing Plan consulting services to continue its operations, and

WHEREAS, the Plan consulting services needed include: strategic planning, financial analysis, recommending a budget, producing and filing benefit plan documents, calculating premium equivalents, preparing a variety of internal reports and requests for proposals, attending Board and Committee meetings, claims trends and large loss analysis, assisting municipal partner with benefit and premium questions, and interfacing with third party administrators and ancillary benefit providers, and

WHEREAS, the Consortium issued a Request for Proposals and by Resolution adopted on October 28, 2010, selected Locey & Cahill, LLC of Syracuse to provide consulting services for the Consortium, and

WHEREAS, the Executive Committee has discussed the need and scope of Benefit Plan Consultant Services and recommends that the Consortium continue to retain Locey and Cahill, LLC for those services, and

WHEREAS, the Audit and Finance Committee has reviewed and discussed the terms of the Consortium's contract with Locey and Cahill, and

WHEREAS, Locey and Cahill presented a three-year proposal with terms commencing 2019 through 2021, now therefore be it

RESOLVED, on recommendation of the Audit and Finance Committee, That the Board of Directors hereby extends its contract with Locey & Cahill, LLC for the third year of the current agreement for the period January 1, 2021 through December 31, 2021.

Report from the Nominations and Engagement Committee

Mr. Fairbrother, Chair, thanked Ms. Dowd and Mr. Barber for assisting the Committee in the process that was undertaken. He hopes more Directors will become engaged in the coming year and will volunteer to serve on committees next year with the hope of having greater participation and even more diversified committees going forward.

RESOLUTION NO. 030 - 2020 – ELECTION OF 2020 CONSORTIUM OFFICERS

MOVED by Mr. Fairbrother, seconded by Mr. Mutchler, and unanimously adopted by voice vote by members present.

RESOLVED, on recommendation of the Nominations and Engagement Committee, That the Board of Directors elects the following individuals to serve from January 1, 2021 through December 31, 2021 in the roles as follows:

Chairperson - Judith Drake

Vice Chairperson – Rordan Hart
Secretary – Peter Salton

RESOLVED, further, That the Consortium hereby appoints Richard Snyder as Consortium Treasurer and designates Steve Thayer as the Consortium's Chief Fiscal Officer for 2021.

RESOLUTION NO. 031 - 2020 – CREATION OF 2021 COMMITTEE STRUCTURE AND APPOINTMENTS OF MEMBERS

MOVED by Ms. Drake, seconded by Mr. Salton with the inclusion of terms for the Claims and Appeals Committee. Ms. Drake commented that she hopes someone from labor will join the Committee in the future to ensure there is labor representation on all committees. The resolution was unanimously recommended by voice vote.

WHEREAS, upon recommendation of the Consortium's Nominations and Engagement and Executive Committees, That the Board of Directors hereby adopts the following committee structure and membership effective January 1, 2021:

**Executive Committee
(effective January 1, 2021)**

To be elected at annual meeting along with Chairs of standing committees
MEMBERSHIP: Seats to be filled by Directors; 11-15 Members; one-year terms
MEETINGS: Bimonthly beginning in January on 2nd Wednesday

- | | |
|--|---|
| 1. Board Chair, Chair (Drake) | 7. Operations Chair (Holmes) |
| 2. Board Vice Chair, Vice Chair (Hart) | 8. Nominations and Engagement Chair (Fairbrother) |
| 3. Chief Fiscal Officer (Thayer) | 9. Claims and Appeals Chair (Shattuck) |
| 4. Secretary (Salton) | 10. At-large (Wagner) |
| 5. JCPSD Chair (Bower) | 11. At-large (Mutchler) |
| 6. AFC Chair (Cook) | |

STANDING COMMITTEES:

Audit and Finance Committee

CHARGE: The Audit and Finance Committee shall be responsible for all financial aspects of the Consortium, including review of: annual budgets, periodic review of financial results, evaluation of transactions that are material to the organization's business, review of business and risk insurance policies and actuarial studies to determine premium levels, review and approval of investments and investment plans, enterprise risk management and compliance assessment and review, and oversight of all internal and external financial audits.

MEMBERSHIP: Seats may be filled by non-Directors; 9 members ; two-year staggered terms

MEETINGS: Monthly; 4th Tuesday; Except September – 3rd Monday

Terms expire 12/31/21

1. Eric Snow
2. Jon Munson, Labor
3. Rordan Hart
4. Jason Molino

Terms expire 12/31/22

5. Laura Shawley
6. Mack Cook
7. Bud Shattuck
8. Peter Salton
9. Steve Thayer, Chief Fiscal Officer (No set term)

Operations Committee

CHARGE: The Operations Committee is responsible for oversight of Consortium operations and charged with review and oversight of any policies impacting the overall well-being of the organization. The Operations Committee may recommend changes to improve the efficiency of the organization's practices, policies, procedures, and the organizational structure, including personnel and staffing needs.

MEMBERSHIP: Seats may be filled by non-Directors; 7 members with two-year staggered terms

MEETINGS: Bi-monthly beginning in January; 4th Monday

Terms Expiring 12/31/21

Ed Fairbrother
Doug Perine, Labor
Sunday Earle

Terms Expiring 12/31/22

Chris Wagner
Lisa Holmes
Schelley Michell-Nunn

Terms Expiring 12/31/23

LuAnn King
Mark Emerson

Nominations and Engagement Committee

CHARGE: The Nominations and Engagement Committee will assist the Executive Committee in engaging Directors in finding meaningful ways to contribute to the organization especially through the consideration of succession and long-term planning. The Committee shall:

1. Be responsible for presenting a slate of recommended Officers, Committee Chairs, and At-Large Executive Committee members at the annual Board of Directors meeting;
2. Be responsible for presenting a slate of recommended Nomination and Engagement Committee members;
3. Recommend to the Executive Director engagement strategies with:
 - a. the work of committees;
 - b. disseminating information ahead of and at the annual meeting in an interactive model and insuring a super-majority attendance at annual meeting; and
 - c. long-term leadership succession planning.

Membership: Seats may be filled by non-Directors; 5 Members with two-year staggered terms

MEETINGS: 4x/year beginning in February (then May, August, and November);

Terms expire 12/31/21

1. Ed Fairbrother
2. Laura Shawley
3. Nancy Webster, Labor

Terms expire 12/31/2022

4. Gary Mutchler
5. Terrance Baxter

Claims and Appeals Committee

CHARGE: The Claims and Appeals Committee will hear all appeals that come to the Board of Directors for action and recommend a determination to the Board. This Committee will also monitor claims data and trends and oversee all annual third-party administrator claim audits.

Membership: Seats may be filled by non-Directors; 5 Members with two-year terms

MEETINGS: As needed (2-4x/year)

Terms expire 12/31/21

1. Bud Shattuck
2. Donna Dawson
3. Tom Brown

Terms expire 12/31/2022

4. Don Fischer
5. Tanya DiGennaro

Joint Committee on Plan Structure and Design

CHARGE: The JCPSD reviews all prospective Board actions in connection with the benefit structure and design of the Plan and develops findings and recommendations with respect to such matters. Committee may also consider wellness-related initiatives.

Membership: Each Participant and each labor group shall have one voting seat each.
Quorum determined by Committee; No set terms.
MEETINGS: Bi-monthly (beginning in February)
Chair and Vice Chair – to be selected by the membership of the JCPSD as outlined in the Committee’s Bylaws.

* * * * *

Executive Director Report

Ms. Dowd said she looks forward to working with the newly-formed Executive Committee and all of the individuals who have volunteered to serve in 2021. She also welcomed representatives from the new municipalities that were in attendance.

Ms. Dowd said Directors were provided with a written report in advance of the meeting and highlighted particular areas contained in the report. She said she has received a lot of questions relating to Covid-19 and testing and vaccinations. At this time testing and diagnosis is still covered; however, asymptomatic testing or testing involving essential workers is a gray area that continues to be discussed and communication continues with Excellus to make sure the Consortium can respond accordingly. To date there has been approximately 1,600 tests given and of those there have been 46 positive cases that resulted in a cost of \$82,000 for care. The rest of the \$1.6 million Covid-relating spending has been related to testing. She said the costs will likely change as the vaccine become widely available; however, as of today the Federal government is covering 100% of the cost of the vaccination. The Consortium will be covering 100% of the cost of administering the vaccination.

Ms. Dowd said staff is in the process of posting the updated benefit summaries on the Consortium’s website. Excellus is sending out identification cards this week for those who have changed plans; however, there will be no new prescription drug card sent out as there will be no change in prescription drug management.

Ms. Dowd provided an update on staffing changes and that are reflected in resolutions presented this evening and highlighted the following:

- The Clerk of the Board will move from part- to full-time;
- The Administrative/Computer Assistant position will not be filled at this time; and
- Positions of Finance Manager and Benefits Specialist will be created

Ms. Dowd reviewed end-of-the-year budget changes, noting adjustments are the result of the following:

- Midyear plan changes resulting in lower premiums and claims costs.
- Revenue adjustments due to an increase in prescription drug rebates;
- Responsibility for payment for GASB75 reporting for municipalities will be transferred to the municipalities;
- Items that are expected to come in below budget; and
- Changes in positions and how they will be reflected in the budget

There were no questions raised on the information presented by Ms. Dowd.

RESOLUTION NO. 032-2020 – INCREASE POSITION FROM PART-TIME TO FULL-TIME - CLERK OF THE BOARD

MOVED by Mrs. Shawley, seconded by Mr. Mutchler, and unanimously adopted by voice vote by members present.

WHEREAS, the Executive Committee has discussed the current and future staffing needs of the Consortium and recommends increasing the position of Clerk of the Board from a part-time position to a full-time position, now therefore be it

RESOLVED, on recommendation of the Audit and Finance and Executive Committees, That the Board of Directors of GTCMHIC hereby increases the Clerk of the Board position to full-time with benefits offered to all Consortium employees effective January 3, 2021.

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Report from the Operations Committee

Ms. Holmes, Chair, reported the Committee has met three times since the last Board meeting and has been busy.

RESOLUTION NO. 033 - 2020 – ADOPTION OF PREMIUM PAYMENT POLICY

MOVED by Ms. Holmes, seconded by Mr. Witmer.

Mr. Goldman referenced the language that says the penalty “may” be charged and said he did not think it is clear. Ms. Dowd said the policy authorizes the Executive Director on behalf of the Consortium to waive the first penalty once per Plan Year and explained from time to time there have been invoice adjustments that create circumstances that warrant some administrative judgment. A waiver would only be for the first-time late payments with any municipalities that are consistently late being charged the penalty. Mr. Goldman said if there are members consistently paying late and also being penalized it doesn’t appear to impact the collection and asked what the remedy is for a Participant that continues to be in arrears. Ms. Dowd said the practice has been that all municipalities that are in arrears have been paid in full by the end of the year; arrears have not carried over from one year to another.

Mr. Snyder commented that the practice has been to impose the penalty on a regular basis to all that are repeatedly late; however, when there is a special circumstance that has resulted in a late payment the Consortium often waives the first late payment.

The resolution was unanimously adopted by voice vote by members present.

WHEREAS, Section J.2 (Premium Calculations/Payment) of the Municipal Cooperative Agreement states “Each Participant’s monthly premium equivalent, by enrollee classification, shall be paid by the first day of each calendar month during the Plan Year. A late payment charge of one percent (1%) of the monthly installment then due may be charged by the Board for any payment not received by the first of each month, or the next business day when the first falls on a Saturday, Sunday, legal holiday, or day observed as a legal holiday by the Participants.”, and

WHEREAS, the MCA also states “The Consortium may waive the first penalty once per Plan Year for each Participant, but will strictly enforce the penalty thereafter. A repeated failure to make timely payments, including any applicable penalties, may be used by the Board as an adequate justification for the expulsion of the Participant from the Consortium.”, and

WHEREAS, although it has been a practice of the Consortium to enforce a late payment penalty upon a Participant that has repeatedly been late in submitting its premium payment, the Consortium has not established a formal policy relating imposing fees for to the collection of late premium payments, and

WHEREAS, due to the increasing growth of the Consortium and in the interest of fairness and equity, it is an appropriate time to adopt a late payment fee policy that can be administered to all Participants in circumstances where premium payments are not received in a timely manner, now therefore be it

RESOLVED, on recommendation of the Operations Committee, That the Board of Directors hereby adopts the Consortium's Premium Payment Policy effective January 1, 2021.

Premium Payment Policy
Adopted 12-17-2020

Premium fees will be established each year by the Board of Directors and approved at the Annual Meeting.

Premiums are expected to be paid as billed each month. No changes to the invoice amount are allowed. Any adjustments should be noted and sent to the Principal Accountant and those adjustments will be made on future invoices. Any checks received for an amount other than the invoiced amount will be sent back to the municipality. Invoices must be paid in the order they are received.

Each Participant's monthly premium equivalent, by enrollee classification, shall be paid by the first day of each calendar month during the Plan Year, if mailing payments, please allow time for the payment to be received by the first.

A late payment charge of one percent (1%) of the monthly installment then due may be charged by the Board for any payment not received by the first of each month, or the next business day when the first falls on a Saturday, Sunday, legal holiday, or day observed as a legal holiday by the Participants.

The Executive Director on behalf of the Consortium may waive the first penalty once per Plan Year for each Participant but will strictly enforce the penalty thereafter.

If an invoice has not been paid by 60 days a letter will be sent to the Participant letting them know their payment is late and the applicable late fee will be charged. All payments received after the 1st of the month will be reported at the Audit and Finance Committee meeting. If a payment has not been made by 90 days, the Executive Director will be notified, and the late payment will be discussed as an agenda item at the next Audit and Finance Committee Meeting. Follow up correspondence after 90 days will be made by the Executive Director until the Participant becomes current.

A repeated failure to make timely payments, including any applicable penalties, may be used by the Board as an adequate justification for the expulsion of the Participant from the Consortium.

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**RESOLUTION NO. 034 - 2020 – AUTHORIZING INFORMATION TECHNOLOGY SERVICES
AGREEMENT WITH TOMPKINS COUNTY – JANUARY 1, 2021
THRU DECEMBER 31, 2021**

MOVED by Ms. Holmes, seconded by Mr. Farrell, and unanimously recommended by voice vote.

WHEREAS, the Tompkins County Information Technology Services Department (ITS) has provided technical support to the Consortium since it began operations in 2011, and

WHEREAS, technical support has included website hosting and assistance, e-mail account technical support, assistance with the Consortium's compliance with NYCRR 500 Cybersecurity requirements, audio and visual assistance, development of a secure online enrollment program, and general computer support, and

WHEREAS, the Consortium wishes to continue its contract arrangement with the Tompkins County Information Technology Services Department that was formalized in 2020, and

WHEREAS, the Executive Director is proposing no changes to the 2020 Memorandum of Understanding, now therefore be it

RESOLVED, on recommendation of the Operations Committee, That the Board of Directors approves an agreement with Tompkins County Information Technology Services for 2021 based on a rate for an average of seven (7) hours per month at \$60 per hour for ITS support provided to the Consortium from January 1, 2021 thru December 31, 2021 for a total of \$5,040,

RESOLVED, that the amount of \$5,040 will be submitted as a single invoice by ITS in January, 2021, and

RESOLVED, that ITS will invoice annually for the direct cost of the assigned Consortium Microsoft Office 365 licenses as procured under the Tompkins County Microsoft Office 365 tenant, and

RESOLVED, further, That this rate and hours associated with ITS support shall be reviewed annually to ensure that as the Consortium grows that it supports the assistance provided by the Department,

RESOLVED, further, That the Chair of the Board is hereby authorized to execute this contract on behalf of the Consortium,

RESOLVED, further, that the TC Information Technology Services Agreement will be kept on file in the Consortium's records.

* * * * *

**RESOLUTION NO. 035 - 2020 – CREATION OF POSITIONS – FINANCE MANAGER AND
BENEFITS SPECIALIST**

MOVED by Ms. Holmes, seconded by Mr. Wagner. Ms. Holmes said the Committee received a detailed presentation from Ms. Dowd on the staffing plan showing the increased need for these positions. This would result in the transition of some of the responsibilities of the Tompkins County Finance Department to a position within the Consortium and there being staff to provide customer service to participants on plan changes, claims, and other matters. The resolution was unanimously recommended by voice vote.

WHEREAS, the Executive Committee has discussed the current and future staffing needs of the Consortium and supports the need to expand staff to be able to meet the needs of the organization, and

WHEREAS, the Consortium will grow to having 49 Participating members in 2021 from its original 13 when granted its Certificate of Authority in 2010, and

WHEREAS, in conjunction with consultants, Tompkins County has administered the Consortium's financial responsibilities, including accounting, billing, and financial reporting to the Department of Financial Services, since the Consortium began operations, and

WHEREAS, after an evaluation of the present and future needs of the Consortium, it is recommended that the Consortium create a position of Finance Manager and transition responsibilities from Tompkins County Finance to the Consortium, and

WHEREAS, as members are relying on the Consortium to provide more benefit information, plan comparisons, enrollment changes, assistance with claims, participant issues, negotiations material and COBRA information that previously was provided by their insurance agency, it is recommended that the Consortium create a position of Benefits Specialist, now therefore be it

RESOLVED, on recommendation of the Operations and Audit and Finance Committees, That the Board of Directors of GTCMHIC hereby creates the following positions in accordance with the applicable New York State and Tompkins County Civil Service rules:

1. The following position is established and is a position in the competitive class pursuant to Section 44 of the Civil Service Law:
 - 1-(One) –Finance Manager
 - 1-(One) –Benefits Specialist

RESOLVED, further, That the Board of Directors does hereby approve the job descriptions for the said positions as created and monitored by Tompkins County Civil Service.

* * * * *

RESOLUTION NO. 036-2020 – AUTHORIZING SIGNATORY ON EXECUTIVE EXCHANGE COMMITMENT TO EQUITY AND ANTI-RACISM

MOVED by Ms. Holmes, seconded by Mr. Schenck. Ms. Holmes said Ms. Dowd, on behalf of the Consortium, has been active with the local Executive Exchange which convenes Directors of local non-profits. This Fall the Executive Exchange produced an equity and anti-racism document and encouraged its 100+ members to sign on and commit to a framework to end systemic racism. She said this is more than symbolic, it commits the Consortium as an organization, to take a critical look at its operations and policies to address inequities and make improvements wherever possible. Mr. Schenck said the way it is worded it implies the Consortium has systemic racism; Mr. Salton disagreed and didn't feel the language gives that implication. Ms. Dowd said it is a commitment to identifying and ending systemic racism within the community that the Consortium works with which includes organizations the Consortium does business with. The Board agreed to a friendly amendment to add "wherever we encounter it" to the final Whereas.

The resolution as amended was unanimously recommended by voice.

WHEREAS, there have been many new and continuing efforts during 2020 towards addressing racism, and

WHEREAS, Directors of local non-profits, specifically, the 100 plus members of the Executive Exchange of Tompkins County has announced its commitment to equity and anti-racism through its all-inclusive Equity and Anti-Racism document which focuses on the power of collective action, and

WHEREAS, the Executive Exchange has encouraged Directors of local non-profit groups to sign the document on behalf of their non-profit and to commit the organization to a framework that is committed to ending systemic racism wherever we encounter it, now therefore be it

RESOLVED, on recommendation of the Operations Committee, That the Board of Directors of the Greater Tompkins County Municipal Health Insurance Consortium, authorizes Elin Dowd, Executive Director, to become a signatory on the Equity and Anti-Racism Document on behalf of the Consortium.

* * * * *

RESOLUTION NO. 037- 2020 – AUTHORIZING EXECUTIVE DIRECTOR TO SIGN ON BEHALF OF THE CONSORTIUM

MOVED by Ms. Holmes, seconded by Mrs. Shawley, and unanimously recommended by voice vote.

WHEREAS, the Chair of the Board has traditionally signed all contracts on behalf of the Consortium, and

WHEREAS, the Consortium has a Procurement Policy in place with a formal review process of recommending all contracts for approval prior to signing, and

WHEREAS, the Consortium has an Executive Director to act on behalf of the Consortium as its Administrator, and in the interests of expediency and efficiency, should also have authority to sign documents on behalf of the Consortium, now therefore be it

RESOLVED, on recommendation of the Operations Committee, That the Executive Director will be authorized to sign contract renewals excluding contracts related to the Consortium’s Third Party Administrators or initial contracts following an RFP (Request for Proposals) process.

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Financial Report

Mr. Locey reviewed a financial update through October, 2020 as well as claims information and prescription drug rebate information for November that was recently received. Mr. Locey said with regard to revenue, premium income is on budget; there has been a three percent increase in the number of employees and retirees covered by the Plan and with the increase in total dependents and spouses the increase on the total population is approximately two percent. This would normally result in an increase in premium; however, there has been movement of members into lower-cost benefits plans in addition to movement from family plans to individuals and that lowered the amount of premium revenue and brought it near budget. Interest income is below budget as a result of the pandemic and the interest rates. Mr. Locey said prescription drug rebates received were at \$1.2 million with \$1.4 million budgeted for the year. A recent rebate was received in the amount of \$750,000 which will bring rebates to approximately \$1.9 million for 2020.

Mr. Locey reported on Stop Loss and said through November there have not been any claimants that have pierced the deductible level for this year. One individual went over \$.5 million in claims; however, that was the claimant who was lasered at a higher deductible level.

Mr. Locey reviewed expenses and said medical paid claims were 13% below budget for claims for the year and in looking at November claims data he expects claims will continue to be below budget. This is the result of the pandemic and elective and minor procedures not being performed at the rate they were prior to the pandemic. Prescription drug claims are slightly above budget; however, Mr. Locey expects them to taper off through November. Mr. Locey said he will be looking into administrative fees to identify why they were over budget through October. In total aggregate expenses the Consortium were slightly over \$4.3 million under budget through October 31st.

In summary, Mr. Locey said the goal of the Consortium was to make sure that as much of the money that is paid in goes towards the payment of claims. At this time approximately \$.95 of every dollar goes towards the payment of expenses, leaving only \$.05 (5%) going towards the cost of running the program. This demonstrates the Consortium continues to run in an extremely efficient manner. Mr. Locey will distribute the November financial report next week.

Treasurer's Report

Mr. Snyder thanked the Board for renewing the contract for accounting work with Tompkins County Finance and said they look forward to assisting with the transition of work to the Consortium in the coming year upon hiring of a Finance Manager. Ms. Drake thanked Mr. Snyder and his staff for implementing the premium holiday.

Report from the Audit and Finance Committee

Mr. Cook thanked members of the Committee for their work during the year. He said although there wasn't agreement on all things all of the time the Committee reached conclusions in the end that were of benefit to the Consortium.

Ms. Dowd recognized and thanked representatives of the Consortium's Third Party Administrators, Excellus and ProAct who were in attendance.

RESOLUTION NO. 038 - 2020 – AUTHORIZING FINANCIAL SERVICES AGREEMENT WITH TOMPKINS COUNTY – JANUARY 1, 2021 THRU DECEMBER 31, 2021

MOVED by Mr. Cook, seconded by Mr. Witmer, and unanimously recommended by voice vote by members present.

WHEREAS, the Consortium initially formalized a contract with the Office of the Tompkins County Finance Director for the performing of Consortium Treasurer functions on July 27, 2018, and

WHEREAS, the Consortium continues to evaluate an administrative structure for the Consortium whereby some financial services would be brought in-house, and

WHEREAS, as this structure continues to be developed the Consortium wishes to continue having Tompkins County Finance provide financial services to the Consortium, now therefore be it

RESOLVED, on recommendation of the Audit and Finance Committee, That the Board of Directors hereby authorizes the Chair of the Board to sign the Financial Services Agreement with Tompkins County for a term commencing January 1, 2021 through December 30, 2021 at an annualized cost of \$68,660,

RESOLVED, further, that the Financial Services Agreement will be kept on file in the Consortium's records.

* * * * *

**RESOLUTION NO. 039 – 2020 - AUTHORIZATION FOR CONTRACT WITH INSERO & CO.
FOR THE PROVISION OF FINANCIAL AUDITING SERVICES –
FISCAL YEARS 2020, 2021, AND 2022**

MOVED by Mr. Cook, seconded by Mr. Mutchler, and unanimously recommended by voice vote by members present.

WHEREAS, the Consortium issued a Request for Proposals for financial auditing services in 2017 and upon evaluating responses, by Resolution No. 26 of 2017 contracted with Insero & Co., LLP for auditing of financial records for the years 2017, 2018, and 2019, and

WHEREAS, Resolution No. 26 of 2017 authorized an option to extend this contract for an additional two years, and

WHEREAS, upon recommendation of the Executive Director and Consortium Treasurer, the Consortium wishes to extend its contract with Insero & Co. LLP for three years for the purpose of independent auditing the Consortium's financial records, now therefore be it

RESOLVED, on recommendation of the Audit and Finance Committee, That the Chair of the Board of Directors is hereby authorized to sign a contract with Insero & Co to perform financial auditing services, which include certification that the officers have implemented Board adopted procedures for the Consortium, for the fiscal years ending December 31, 2020, 2021, and 2022.

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**RESOLUTION NO. 040 - 2020 - AUTHORIZE PURCHASE OF STOP LOSS INSURANCE FOR
2021 WITH EXCELLUS BLUECROSS BLUESHIELD AND
REAFFIRMS RESERVE LEVELS**

MOVED by Mr. Cook, seconded by Mr. Thayer, and unanimously recommended by voice vote by members present.

WHEREAS, the Consortium must purchase stop loss insurance, as required by Section 4707 of New York State Insurance Law, and

RESOLVED, on recommendation of the Audit and Finance Committee, That the Board of Directors authorizes the purchase of the Stop Loss insurance policy with a deductible of \$1 million for the policy period January 1, 2021 to December 31, 2021 with Excellus BlueCross BlueShield to include claims incurred from January 1, 2021 thru December 31, 2021 and paid during the period of January 1, 2021 thru March 31, 2022,

RESOLVED, further, That the Board of Directors hereby approves the Catastrophic Claims Reserve at \$ 4.5 million (no change over 2020),

RESOLVED, further, That the Board of Directors hereby sets the Rate Stabilization Reserve at 7.5% of expected claims (no change over 2020),

RESOLVED, further, That the Plan Consultant is directed to provide the Executive Director with a copy of said policy.

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**RESOLUTION NO. 041- 2020 – AUTHORIZING CONTRACT FOR ACTUARIAL SERVICES -
ARMORY ASSOCIATES – FISCAL YEARS 2020 AND 2021**

MOVED by Mr. Cook, seconded by Mr. Rankin, and unanimously recommended by voice vote by members present.

WHEREAS, the Greater Tompkins County Health Insurance Consortium issued a Request for Proposals for Actuarial Services on January 4 2016 and awarded a contract to Armory Associates of Syracuse, and

WHEREAS, the Consortium wishes to continue its relationship with Armory Associates under the terms outlined in the proposed revised agreement for actuarial services for fiscal years 2020 and 2021, now therefore be it

RESOLVED, on recommendation of the Audit and Finance Committee, That the Chair of the Board is hereby authorized to sign a contract on behalf of the Consortium with Armory Associates for fiscal year 2020 and fiscal year 2021.

**RESOLUTION NO. 042 - 2020 - AUTHORIZATION TO PURCHASE INSURANCE POLICIES:
ERRORS AND OMISSIONS, DIRECTORS AND OFFICERS
LIABILITY, EMPLOYMENT PROTECTION COVERAGE, AND
A FIDELITY BOND**

MOVED by Mr. Cook, seconded by Mr. Thayer, and unanimously recommended by voice vote by members present.

WHEREAS, it is the desire of the Board of Directors to ensure liability coverage for the Consortium, the Board of Directors personally and professionally, and the participating municipalities, now therefore be it

RESOLVED, on recommendation of the Audit and Finance Committee, That the Consortium shall purchase coverage for these policies from the following for the period January 1, 2021 thru December 31, 2021:

- Errors and Omissions Insurance with the Darwin Group at \$1,000,000 limit with \$25,000 retention (placed by insurance agent Haylor, Freyer and Coon);
- Directors and Officers Liability Insurance with the Darwin Group at \$1,000,000 limit with \$25,000 retention and Employment Protection Liability at \$1,000,000 limit (placed by insurance agent Haylor, Freyer and Coon); and
- A Fidelity Bond

RESOLVED, further, That the Chair of the Board is authorized to execute the renewal documents for the policies listed above.

**RESOLUTION NO. 043 - 2020 – AUTHORIZATION TO ENTER INTO AGREEMENT WITH
BONADIO & CO. LLP - FINANCIAL REPORTING FOR 2021-
2023**

MOVED by Mr. Cook, seconded by Ms. Jayne, and unanimously recommended by voice vote by members present.

WHEREAS, the Consortium entered into a contract with Bonadio & Co. LLP for financial reporting services during the years 2013-2020, and

WHEREAS, the Consortium wishes to continue the current arrangement for three additional years, now therefore be it

RESOLVED, on recommendation of the Audit and Finance Committee, That the Board of Directors authorizes the Chair to sign a letter of engagement with Bonadio & Co. LLP for a three-year contract expiring December 31, 2023.

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**RESOLUTION NO. 044 - 2020 – APPROVAL OF CONTRACT FOR INVESTMENT
MANAGEMENT SERVICES – WILMINGTON TRUST
ADVISORS, INC. – JANUARY 1, 2021– DECEMBER 31, 2021**

MOVED by Mr. Cook, seconded by Mr. Mutchler, and unanimously recommended by voice vote.

WHEREAS, Wilmington Trust has satisfactorily honored the terms of its contract including the delivery of reporting as requested, completion of Schedule B of the Consortium's JURAT financial filings with DFS (Department of Financial Services), and

WHEREAS, the Consortium is pleased with the service provided by Wilmington Trust Advisors, Inc. (WTIA) and wishes to extend its contractual relationship for 2021, now therefore be it

RESOLVED, on recommendation of the Audit and Finance Committee, That the Board of Directors authorizes the Consortium to enter into a contract extension with Wilmington Trust Advisors, Inc. (WTIA) for investment management services for a one-year term period January 1, 2021 through December 31, 2021,

RESOLVED, further, That the Chair of the Board of Directors is hereby authorized to execute said contract on behalf of the Consortium.

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**RESOLUTION NO. 045 - 2020 – APPROVAL OF 2021 CONSORTIUM WAGE INCREASES AND
ESTABLISHING HIRING RATES FOR FINANCE MANAGER
AND BENEFITS SPECIALIST POSITION**

MOVED by Mr. Cook, seconded by Mr. Wagner, and unanimously recommended by voice vote by members present.

WHEREAS, the Board adopted the 2021 Budget which included estimated wages for staff; and

WHEREAS, the Executive Director and Human Resources Manager have reviewed the staffing plan, budget and current market and recommends a 2.0% cost of living adjustment for all current staff, and

WHEREAS, the Executive Director and Human Resources Manager recommend a hiring range salary of \$70,000-\$75,000 for the Finance Manager position and an hourly hiring range of \$27.00-\$29.00 for the Benefits Specialist position, both to be filled in 2021, and

WHEREAS, hiring ranges reflect comparable positions in other local municipalities and non-profits, now therefore be it

RESOLVED, on recommendation of the Audit and Finance Committees, That the Board of Directors of GTCMHIC hereby establishes a cost of living adjustment for current staff wages at 2.0% effective January 1, 2021, and

RESOLVED, further, establishes a hiring range salary of \$70,000-\$75,000 for the Finance Manager position and an hourly hiring range of \$27.00-\$29.00 for the Benefits Specialist position, both to be filled in 2021,

RESOLVED, further, That the Executive Director will make every attempt to secure a qualified applicant in the assigned hiring range but will also have the flexibility to return to the Audit and Finance Committee with a request to expand the hiring range if no candidates have been secured.

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**RESOLUTION NO. 046 - 2020 - AUTHORIZING HEALTHCARE BENEFITS RENEWAL
(ADMINISTRATIVE SERVICES AGREEMENT) WITH THIRD
PARTY ADMINISTRATOR - EXCELLUS BLUECROSS
BLUESHIELD**

MOVED by Mr. Cook, seconded by Mr. Witmer, and unanimously recommended by voice vote by members present.

WHEREAS, the Greater Tompkins County Municipal Health Insurance Consortium (GTCMHIC) is a self-insured municipal cooperative health benefit plan operating pursuant to a Certificate of Authority issued by the New York State Department of Financial Services pursuant to Article 47 of the New York State Insurance Law, and

WHEREAS, Section E Paragraph 11 of the current GTCMHIC Municipal Cooperative Agreement defines the actions to be taken by the GTCMHIC Board of Directors to include the approval of contracts with third parties for the furnishing of goods and services, and

WHEREAS, the Audit and Finance Committee has determined that it is in the Consortium's best interest to continue its relationship with Excellus BlueCross BlueShield for the administration of the Consortium's medical claims, and

WHEREAS, Excellus BlueCross BlueShield charges the Consortium an additional integration fee for the carve out pharmacy services which include enrollment file transfer and accumulator integration, and

WHEREAS, beginning January 1, 2020 the contract included a carve out pharmacy integration fee to the Consortium PMPM administration fee with the rate being adjusted each year as not to exceed the contracted total rate,

WHEREAS, Excellus BlueCross BlueShield has agreed to give consideration in future years for Administration Rates to vary based on growth in enrollment numbers and has set discounts at four different contract band levels, now therefore be it

RESOLVED, on recommendation of the Audit and Finance Committee That the Board of Directors hereby approves the 2021 Healthcare Benefits Renewal with Excellus BlueCross BlueShield under the proposed fee structure presented to the Board of Directors for 2020, 2021, and 2022,

RESOLVED, further, That the Chair of the Board be authorized to execute the 2021 contract on behalf of the Consortium.

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**RESOLUTION NO. 047 - 2020 - AUTHORIZE EXTENSION OF CONTRACT FOR
PRESCRIPTION DRUG CLAIMS ADMINISTRATOR FOR 2021
– PROACT**

MOVED by Mr. Cook, seconded by Mr. Snow, and unanimously recommended by voice vote by members present.

WHEREAS, the Board of Directors by Resolution No. 029-2018 authorized a two-year extension of the Consortium's contract with ProAct for Prescription Benefits Manager services, and

WHEREAS, the Audit and Finance Committee has discussed and desires to extend the Prescription Benefits Manager services with ProAct for an additional year pursuant to the Contract Addendum proposed December 8, 2020, now therefore be it

RESOLVED, on recommendation of the Audit and Finance Committee, That the contract with ProAct for Prescription Benefits Manager services be extended per the terms outlined in the Addendum for the period January 1, 2021 through December 31, 2021,

RESOLVED, further, That the Chair of the Board of Directors is hereby authorized to execute said contract with ProAct, Inc.

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Report from the Joint Committee on Plan Structure and Design

Mr. Bower, Chair, said the Committee did not meet in December; however, the Maintain Don't Gain Challenge was rolled out and is underway. The program promotes healthy lifestyle choices through the holidays. There has been some increase in labor participation and interest; however, there has been some concern over the steep learning curve which he has responded to with providing labor with resources to various information resources.

Mr. Bower congratulated Tim Farrell, Labor representative on the Board of Directors, on his retirement and thanked him for his service to the Consortium.

**RESOLUTION NO. 048- 2020 – AMENDMENT OF ALL METAL LEVEL CONSORTIUM PLANS
TO INCLUDE PEDIATRIC VISION AND HEARING BENEFITS**

MOVED by Mr. Bower, seconded by Mr. Snow, and unanimously recommended by voice vote by members present.

WHEREAS, the Board of Directors approved hearing and vision benefits for all Metal Level Plans and all Medicare Supplement Plans,

WHEREAS, it was the intent when the hearing and vision benefits for adults were approved to also provide these services to pediatric, and

WHEREAS, the Executive Director has secured an underwriting analysis to show there will be no impact of adding these changes to previously established 2021 premium rates,

WHEREAS, Pediatric benefits have specific coverage levels based on government mandated benefits, now therefore be it

RESOLVED, on recommendation of the Joint Committee on Plan Structure and Design, That the Board of Directors includes pediatric vision and hearing benefits in all Consortium Metal Level Plans:

RESOLVED, further, That Executive Director is directed to finalize pediatric coverage on vision and hearing hardware for the Platinum, Gold, Silver, and Bronze Metal Level plans to mirror the adult provisions within required legal parameters.

Platinum Plan

Pediatric Eye wear – will follow the DME benefit - for In-Network benefits will be 20% coinsurance and Out-of-Network will subject to Deductible and 20% coinsurance (combined In-Network and Out-of-Network limit to one pair per contract year)

Pediatric Hearing Aid- will be covered In-Network and Out-of-Network at 50% - Out-of-Network will apply Deductible (limit is 1 pair every 3 years) (No Dollar limit)

Gold, Silver, and Bronze Plans

Pediatric Eye wear will apply the product specific for In-Network and Out-of-Network subject to deductible and coinsurance (combined In-Network and Out-of-Network limit to one pair per contract year)

Pediatric Hearing Aid – will apply the product specific for In-Network and Out-of-Network deductible and apply 50% coinsurance. (limit is 1 pair every 3 years) (No Dollar limit)

New Business

There was no new business.

Adjournment

The meeting adjourned at 7:25 p.m.



Greater Tompkins County Municipal Health Insurance Consortium

125 East Court Street • Ithaca, New York 14850 • (607)274-5590

www.healthconsortium.net • consortium@tompkins-co.org

"Individually and collectively we invest in realizing high quality, affordable, dependable health insurance."

RESOLUTION NO. - 2021 – DELEGATING AUTHORITY AND RESPONSIBILITY FOR CYBER SECURITY MATTERS TO THE OPERATIONS COMMITTEE

WHEREAS, the Consortium has developed and approved by Resolution No. 005 of 2019, a Cyber Security Program including Policy and Procedures, and

WHEREAS, in consultation with the Executive Director, the Tompkins County Information Technology Services Department annually undertakes a Cyber Security Risk Assessment on behalf of the Consortium and presents a report to the Operations Committee, and

WHEREAS, the Executive Director is required to annually file a Certificate of Compliance in February of each year with the Department of Financial Services, now therefore be it

RESOLVED, That the Executive Committee, due to the required timing of the Certificate of Compliance delegates to the Operations Committee the ongoing authority and responsibility for Cyber Security matters to ensure compliance with filing timelines,

RESOLVED, further, That the Operations Committee is directed to bring forward any action requiring additional approval to the Executive Committee for adoption.

Greater Tompkins County Municipal Health Insurance Consortium (GTCMHIC)



[www. Healthconsortium.net](http://www.Healthconsortium.net)

Finance Manager

The Position

The Finance Manager position is responsible for the fiscal management activities for the Greater Tompkins County Municipal Health Insurance Consortium (Consortium.) The position is responsible for directing and maintaining the financial records of this self-funded, self-insured, shared service organization. The Finance Manager will handle financial transactions, installation and maintenance of accounting systems, billing/invoicing of premiums, Department of Financial Services quarterly and annual reporting, preparation of annual budget, related reports, and fiscal analyses. The work requires maintaining a fiscal relationship and being accountable to the NYS Department of Financial Services. The Finance Manager works under the general direction of the Executive Director, and collaboratively with the Consortium's Board members including the Treasurer, Chief Fiscal Officer, and plan consultants. The Finance Manager exercises independent judgment while conducting financial, administrative, and technical activities. The Finance Manager will transition this position away from part time consultants to a full-time staff management position while helping build this growing organization. Attendance at Consortium Board and committee meetings is required.

The Finance Manager in coordination with the Executive Director and the Board of Directors will oversee a \$57 million dollar budget that provides health insurance to over 6,300 employees, retirees, and their dependents. The Consortium has 49 member municipalities and is growing rapidly.

What is GTCMHIC?

The **Consortium** is a municipal shared service created in Tompkins County in 2011, and soon available to any municipality within the sixteen-county region around Tompkins. The Consortium provides high-quality trust-worthy, responsive service for our subscribers, at competitive premiums. The Consortium has 49 member municipalities.

Governance

The Consortium is member owned and unique in its governance structure. Each municipal partner has a place on the Board of Directors which is charged with directing and protecting the Consortium. The Directors also compose the advisory committees which conduct much of the decision development.

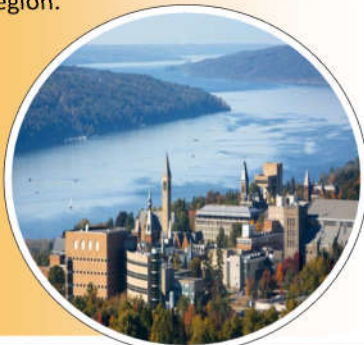
Dear Colleague –

Greater Tompkins County Municipal Health Insurance Consortium is currently seeking a full time Finance Manager. I invite you to review the position details to see whether you might be a good fit for the organization and this important leadership role that supports our growing organization. Although we are our own unique organization, the Town of Ithaca acts as the "Employer of Record," and is an equal employment opportunity employer. All qualified persons who have related profession experience and support working in a diverse environment are encouraged to apply. Please feel free to share this opportunity with other professionals. *Elin R. Dowd*, Executive Director

Why Apply?

The Community

Tompkins County has a small-town atmosphere yet showcases qualities of a much larger city through an abundance of restaurants, theatre, arts, shopping, cultural activities, and community festivals and events. Ithaca was named in the Top 100 Best Places to Live, by Livability.com (2018), #2 Best Small College Town by USA Today (2016), and Healthiest City in New York State by 24/7 Wall Street (2015). The County is the employment center for the region with a strong human services sector, a local medical center, and a robust public transit system. Tompkins County's economy is diverse and the three institutions of higher learning – Cornell University, Ithaca College, and Tompkins-Cortland Community College (TC3) – make education our top economic contributor. The Ithaca Tompkins Regional Airport greets over 200,000 passengers annually and generates over \$30 million for the local economy while serving as a major international gateway to Cornell, Ithaca College, TC3 and other major employers in the region.



GTCMHIC

125 East Court Street

Ithaca, NY 14850

(607) 274-5590

www.healthconsortium.net

The Consortium is growing and ready for the next step.

The Consortium was started with consultants and volunteers from member municipalities. In 2019 an Executive Director was hired as the Consortium was at the point of needing to add paid staff to manage the organization. The Finance Manager position is another step to bring contracted services within the Consortium, but with the assistance of the contract Treasurer and Board CFO. The Finance Manager will have the opportunity to develop and be responsible for the Consortium's fiscal management as the organization grows in members and complexity. Learn more about us at www.healthconsortium.net

Mission and Vision Statement

Belief:

Individually and collectively we invest in realizing high quality, affordable, dependable Health Insurance.

Mission Statement:

The Greater Tompkins County Municipal Health Insurance Consortium is an efficient inter-municipal cooperative that provides high-quality, cost-stable health insurance for members and their employees and retirees.

Vision Statement:

The Greater Tompkins County Municipal Health Insurance Consortium provides its municipal partners in Tompkins County and the six contiguous counties, a menu of health insurance plans to the benefit of the employees, retirees, and their families.

- *The Consortium administers operations by collaborating with claims administrators, providers, and employee representatives in an effort to manage its costs, efficiencies, and success.*
- *The Consortium strives to provide a trust-worthy, responsive, and efficient vehicle that enables access to its quality products, models a new health insurance paradigm, and educates its members to become more directly involved in their own personal health.*
- *The Consortium promotes a culture of preventative health care for the well-being of its members*



Finance Manager

2021 SALARY RANGE: \$70,000 to \$75,000/yr.

Excellent Benefits Package

NYS Retirement System, flexibility to work both remotely and on location, paid onsite parking provided, paid holidays, vacation, sick and personal time, health and life insurance, dental and AFLAC insurance optional. Deferred compensation and Roth savings plans.

Minimum Qualifications

The Ideal Candidate:

The Finance Manager will serve as the financial leader of a multi member nonprofit intermunicipal organization, with an ability to interpret complex issues, and translate information in a manner easy to understand. The Finance Manager will be someone who communicates well both verbally and in writing, and who is also a good listener. The individual must be able to foster and maintain partnerships across municipal and state agencies, with consultants, third party contractors, and regional health care organizations enhancing the importance of collaboration for the long-term success of the organization and its members.

The ideal candidate will be self-motivated, and able to work in a fast-paced and demanding environment in both producing work and managing multiple organizational demands. The person will be able to see beyond immediate pressures and remain focused on important long-term objectives and will review and improve business and operational processes while embracing change. They will also be a team-oriented, collaborative leader experienced in promoting a diverse, inclusive, culturally competent, and respectful workplace. The candidate will be committed to innovative problem solving, customer service, and performance excellence.

In order to qualify:

The successful applicant will meet or exceed the following:

- (a) Graduation from a regionally accredited or New York State registered four year college with a Bachelor's degree in Accounting, Finance, Business Administration or related field, which must have included at least twelve credits in accounting **AND** five years of full time paid (or the equivalent part-time) experience in preparing and maintaining financial accounts and records which must have involved preparation of financial statements, two years of which must have been in a supervisory or management role; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college with an Associate's degree in Accounting, Finance, Business Administration or related field with at least 12 credit hours in accounting **AND** seven years of full time paid (or the equivalent part-time) experience in preparing and maintaining financial accounts and records, which must have involved preparation of financial statements, two years of which must have been in a supervisory or management role; **OR**
- (c) Graduation from High School or a High School equivalency diploma **AND** completion of at least twelve credits of accounting from a regionally accredited or New York State registered college or university **AND** nine years of full time paid (or the equivalent part-time) experience in preparing and maintaining financial accounts and records, two years of which must have been as supervisory or management role; **OR**
- (d) Any combination of training and experience equal to or greater than that described in (a), (b) or (c) above.

Apply Online

<https://www.tompkinscivilservice.org/civilservice/apply/5901>

Contact Tompkins Co. Civil Service 607-274-5526 for questions regarding the online application program

- Find the Town of Ithaca at the bottom of the vacancy listing
- Attach a cover letter and resume
- Only applications received through this process can be considered.

Direct all other questions to: Judy Drake, Human Resources Manager (607) 273-1721 or via email: Jdrake@town.ithaca.ny.us

Filing deadline: Friday, February 5, 2021 by 4:00 pm

Civil Service Exam: Provisional appointment pending future exam

Salary Hiring Rate: \$70,000-75,000 - hire rate based on 40 hour per week schedule

Office Location: Ithaca Town Hall, 215 N. Tioga Street, Ithaca, N.Y.