



Municipalities building a  
stable insurance future.

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## AGENDA

### Joint Committee on Plan Structure and Design

August 1, 2013 – Noon  
Old Jail Conference Room

1. Welcome
2. Update on Request for Proposals:
  - a. Flex Spending Accounts
  - b. Emergency Assistance ProgramSteve Locey
3. Discussion and Proposal to Amend Quorum Requirement  
Chantalise DeMarco
4. Affordable Care Act Update  
Beth Miller
5. New Business
6. Old Business
7. Approval of Minutes:
  - a) June 7, 2012
  - b) July 5, 2012
  - c) August 23, 2012
  - d) October 4, 2012
  - e) December 6, 2012
  - f) January 10, 2013
  - g) March 7, 2013
  - h) May 2, 2013
  - i) June 6, 2014

Next Meeting: September 5, 2013

## Proposal to Amend Quorum Requirements of the Joint Committee on Plan Structure and Design

The current membership of the Joint Committee on Plan Structure and Design was established as follows:

5. All Joint Committee decisions shall be by a majority vote of a quorum of the members.

The current membership of the Consortium has increased to include a total of 15 municipalities and 30 bargaining units (1/3 and 2/3); therefore, the total membership needed for quorum is now 23.

**Proposal for amending quorum requirements:** 5. All Joint Committee decisions shall be by 15 members of which **five shall be Municipal Members and ten being Union Representatives.**



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**MINUTES**  
**Greater Tompkins County Municipal Health Insurance Consortium**  
**Joint Committee on Plan Structure and Design**  
**June 6, 2013 – Noon**  
**Old Jail Conference Room**

draft

***Present:***

***Municipal Representatives: 12 members***

Mary Mills, Village of Cayuga Heights; Betty Conger, Village of Groton; Laura Shawley, Town of Danby; Judy Drake, Town of Ithaca; Schelley Michell Nunn, City of Ithaca; Jennifer Case, Town of Dryden; Irene Weiser, Town of Caroline; Jeff Brockway, Town of Groton; Ruth Hopkins, Town of Lansing; Brooke Jobin, Tompkins County; Marsha Georgia, Town of Ulysses; Herb Masser, Town of Enfield

***Municipal Representative via Proxy: 1 member***

Mack Cook, City of Cortland

***Union Representatives: 4 members***

Chantalise DeMarco, County White Collar-CSEA; Jim Bower, Bolton Point Water Unit – IUOE; Bradley Berggren, Town of Danby Highway; Officer Jerry Wright, Cayuga Heights PBA

***Union Representative via Proxy: 1***

Patty VandeBogart, TC3 Staff Unit

***Others in attendance:***

Judy Taber, Locey & Cahill; Sharon Dovi, Tomkins Cortland Community College

**Call to Order**

Ms. DeMarco called the meeting to order at 12:01 p.m.

**Consultant Updates**

**Flex Spending Accounts and Employee Assistance Program Request for Proposals**

Ms. Taber said Requests for Proposals for a Flex Spending Account Program were sent out a year ago and a subcommittee was formed to review responses which is now outdated. Mr. Locey is working on a survey to obtain updated information. She stated that very few municipalities offer a Flexible Spending Program or Employee Assistance Program so the goal was to approach this from a Consortium-wide basis. As responses were received requests were sent out in March for each of the municipalities that had those programs for updated information, particularly with regard to utilization. Ms. Taber said she will update information showing which municipalities currently have programs and which ones have a debit card associated with the program.

Ms. Taber provided a brief overview of the vendors that responded to the Request for Proposals and noted there were only two responses to the Flex Spending Account RFP but

more vendors were interested in providing quotes. They will be asking each of the vendors to provide updated pricing information with and without a debit card. *Ms. DeMarco requested a copy of the survey.*

Ms. Taber stated the goal is to offer this on a Consortium-wide basis as opposed to being offered by individual municipalities as they believe this will offer the best pricing. However, each individual municipality would have to pay its share based on enrollment. *She will provide the Committee with additional information through Ms. Pottorff.*

Ms. Taber reported on the RFP for an Employee Assistance Program and said four responses were received. They looked at a number of different categories for each of the vendors including pricing and provider networks. Vendors were asked to provide pricing based on three, five, or eight sessions per month per year. Mr. Masser asked if the RFP was sent to larger vendors; *Ms. Taber said she would provide the list to the Committee, including the larger vendors.* She said in comparing pricing with utilization they believe it might be more cost effective to contract on an hourly basis rather than on a per person per month basis. Ms. Nunn said the City of Ithaca contracts for a set number of hours. Ms. Taber said it will be important to know how many members are using the service and how many hours are being used. Ms. DeMarco suggested when surveys are sent out for the Flex Spending Account Programs that municipalities can say they want pricing for specific blocks of hours. Mr. Masser said another consideration could be whether there should be Critical Incident coverage. Ms. Taber said they will ask what additional services other than individual counseling municipalities might be interested in having provided.

Mr. Masser questioned whether once the set number of sessions is used whether it is mandatory for the provider to refer out or whether they could continue with the provider. He spoke of the importance in allowing an individual to continue with a provider through their insurance or through private payment after they use up their sessions. Ms. DeMarco said some EAP companies have restrictions in place. It was stated that it will be known when responses are received and reviewed what each of the provider's restrictions are.

#### Medicare Supplement

Ms. Taber said the Finance Committee will be looking at this.

#### **Report from the Board of Directors Chair**

Ms. DeMarco reported on behalf of Mr. Barber and stated the Board of Directors accepted the financial audit from Ciaschi, Dietershagen, Little, and Mickelson. It also established a committee to recommend a management structure for the Consortium that might include an Executive Director position. The Committee may also recommend clear roles for consultants, contractors, and the Executive Director. The Board of Directors received an Excellus utilization report and had a presentation on Affordable Care Act implications for the Consortium and its employer members. The Board also agreed to conduct a performance evaluation on the Administrative Clerk.

#### **Quorum**

Ms. DeMarco said quorum continues to be an issue for this Committee. She would like members to consider the definition of a quorum: "to be a group as large as can be depended upon for being present at all meetings when the weather is not exceptionally bad". She said there regularly are around 16 members present at the meetings of this Committee. She noted

that a quorum will be necessary to vote to change the requirement. Ms. Conger said an option is to have a written paper ballot with 30 days notice. At this time 23 members are needed to meet the quorum requirement with the addition of the City of Cortland and Town of Lansing. There was a brief discussion of the breakdown of management versus labor representatives. At this time there are 1/3 municipality and 2/3 labor split. Ms. DeMarco said it should be specified that labor proxy votes must remain with labor and the same with management.

It was suggested and there was general consensus that a proposal for quorum be 5 management and 10 labor for a total number of 15. *Ms. Pottorff will draft a proposal to be considered at the next meeting.*

Ms. Weiser spoke of the volumes of data presented and material covered by the Committee and suggested these meetings may not hold enough interest for members to attend. She questioned whether a different format would improve attendance and engagement by others.

Ms. DeMarco said she believes that is part of the problem as the information is dry and complex that is not exciting; however, it is work the Committee has to do and she would welcome suggestions for making it more appealing. She said one of the barriers is that people do not see how what is being done relates to their role or their life. Ms. Drake said one of the purposes of the Committee was to educate labor and management on plan design. She asked if Mr. Locey could send out a summary of the information being presented in advance of the meeting so there could be discussion at the meeting as opposed to a presentation of the information. Ms. Nunn said she would like to see a breakdown of all of the acronyms and abbreviations and to have information presented in a more simplistic language so members can more easily understand the material. Mr. Bower suggested turning some of the spreadsheets into graphs. Ms. Taber said she would communicate this to Mr. Locey.

### **Affordable Care Act**

A request was made that Excellus attend the next meeting and provide an overview of the changes that will occur as a result of the Affordable Care Act that will impact the municipalities within the Consortium and the health insurance clerks within the municipalities who handle enrollment. Ms. DeMarco said she will contact Ms. Miller to make arrangements for the next meeting.

### **New Business**

Ms. Georgia inquired about wellness programs. Ms. Nunn said the Human Services Coalition offers a series of wellness opportunities for employers in the County. Ms. DeMarco said Excellus website contains information on the Blue 365 program that offers discounts for participants.

### **Old Business**

There was no old business.

### **Approval of Minutes**

Approval of minutes of May 2, 2013 was deferred due to lack of quorum.

### **Adjournment**

Joint Committee on Plan Structure and Design  
June 6, 2013

The meeting adjourned at 1:13 p.m.

Respectfully submitted by Michelle Pottorff, Administrative Clerk