

**Operations Committee
Minutes – APPROVED
January 25, 2021 – 1:00 p.m.
Via Zoom Conference Call**

Present: Lisa Holmes, Tompkins County; Sunday Earle, TC3; Chris Wagner, Seneca County; Mark Emerson, Town of Mentz; Schelley Michell-Nunn, City of Ithaca; Ed Fairbrother, Town of Big Flats; Doug Perine, Tompkins County White Collar President (arrived at 1:04 p.m.); Luann King, Town of Cincinnatus

Staff: Elin Dowd, Executive Director; Andrew Braman, Jessica Hobart, Tompkins County Finance Department; Judy Drake, Town of Ithaca; Michelle Cocco, Clerk of the Board; Steve Locey, Rob Spenard, Locey & Cahill; Bud Shattuck, Claims and Appeals Committee Chair; Don Barber, Consultant; Greg Potter, Tompkins County Director of Information Technology Services

Call to Order

Ms. Holmes, Chair, called the meeting to order at 1:01 p.m.

Changes to the Agenda

The resolution entitled Authorizing Extension of Office Space Lease Agreement with the Town of Ithaca was added to the agenda.

Approval of Minutes of November 30, 2020

It was MOVED by Mr. Wagner, seconded by Mr. Fairbrother, and unanimously adopted by voice vote by members present, to approve the minutes of November 30, 2020 as corrected. MINUTES APPROVED.

Executive Director's Report

Ms. Dowd reported the Executive Committee is in the process of doing her performance review; any member who would like to provide feedback was welcomed to do so.

Mr. Perine arrived at this time.

Ms. Dowd said the Executive Committee discussed plan changes related to Covid that were in response to DFS Circular Letter 17 that included the waiving of utilization review and authorization for nonelective surgeries notification requirements on the Consortium's benefit plans. She said no action is required and the Consortium will comply with this change that is intended for 60 days.

The Request for Proposals for Prescription Drug Management Services will be discussed later in the meeting during executive session.

Ms. Dowd reported the Finance Manager position announcement will be advertised until February 5th. She and Ms. Drake will review the first round of applications and will narrow the candidates down to present to a selection committee that will include the Consortium's Chief Financial Officer, Treasurer, and Financial Consultant. She hopes to have someone in place by the end of March.

**RESOLUTION NO. - 2021 - AUTHORIZING EXTENSION OF OFFICE SPACE LEASE
AGREEMENT WITH THE TOWN OF ITHACA**

Ms. Dowd said the Town of Ithaca is exploring the possibility of providing the Consortium with additional space as staff is added to the Consortium. When a decision is made the Committee will be presented with a request to approve an addendum to the Lease. In response to Ms. Earle who questioned why this couldn't wait until a decision is made with regard to the space, Ms. Dowd said action is needed at this meeting due to the timing of meetings.

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

WHEREAS, in 2019 the Executive Committee negotiated a lease agreement with The Town of Ithaca for office space, and

WHEREAS, the Consortium's legal counsel reviewed and approved the language contained in the lease agreement, and

WHEREAS, the lease agreement includes additional space to accommodate the Consortium's additional personnel needs, and

WHEREAS, the term of the lease is for one year with the ability to extend annually with all utilities being the responsibility of the landlord, now therefore be it

RESOLVED, on recommendation of the Operations Committee, That the Board of Directors authorizes the Vice Chair to sign said lease agreement with the Town of Ithaca for office space for the period April 1, 2021 thru March 31, 2022.

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Cyber Security

Ms. Dowd said every year the Consortium must submit a Risk Assessment related to Cyber Security to the Department of Financial Services. At its last meeting the Executive Committee authorized the Operations Committee to approve the Risk Assessment for 2021 as well as assessments going forward and to comply with submission requirements to DFS.

Mr. Potter, ITS Director for Tompkins County introduced the assessment and commented that while the Consortium split from Tompkins County in a variety of ways, it remains under the County's umbrella for IT. This is to the benefit of the Consortium as it can take advantage of many services already set up by the County. At this time Mr. Potter reviewed the Risk Assessment for Greater Tompkins County Municipal Health Insurance Consortium - January, 2021. The following was noted as follow-up items during the presentation:

- There will need to be coordination for the switchover of the QuickBooks program from Tompkins County Finance to the Consortium;
- Ms. Cocco will work with Mr. Potter on further development of the Laserfiche section of the Assessment; and
- Further work will be done with the Executive Director on the section related to training;

Ms. Holmes questioned if the same projections would apply when a Benefits Specialist is brought on board. Ms. Dowd explained the Excellus system would be the primary system used by the Benefits Specialist; therefore, there are protections built within that system. The employee would

also use the same encryption as the County uses. Ms. Dowd said the Consortium does not use HIPPA information; this employee would be a go-between person and would not be looking at health-specific information. It is not a concern at this time but if it became a concern in the future it would be addressed. Mr. Potter said there is more coordination needed with the Finance Manager because the County hosts the financial information.

RESOLUTION NO. - 2021 - ADOPTION OF CYBER SECURITY AUDIT

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

WHEREAS, the Board of Directors adopted a Cyber Security Policy to adhere with NYS Department of Financial Services rules and Regulations requiring Article 47 Municipal Cooperative Health Benefits to comply with Part 500 of Title 23 of the Official Compilation of Codes, Rules, and Regulations (NYCRR) of the State of New York, and

WHEREAS, through its contract with the Consortium, the Tompkins County Department of Information Technology Services has guided the Consortium in the development of a Cyber Security Program including Policy and Procedures, and

WHEREAS, the Tompkins County Department of Information Technology Services has also undertaken a Cyber Security Risk Assessment on behalf of the Consortium and presented and reviewed the results of the Assessment with the Operations Committee, and

WHEREAS, the Executive Committee has delegated responsibility for accepting the Audit to the Operations Committee, now therefore be it

RESOLVED, That the Operations Committee accepts the results of the Cyber Security Risk Assessment,

RESOLVED, further, That the Operations Committee directs the Executive Director to file a Certificate of Compliance with the New York State Department of Financial Services by February 15, 2021.

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Future Discussion Topics

The following items will be included in the next agenda:

- Contract Renewals – looking at the practice of establishing contract terms and also at which contracts and when to issue a Request for Proposals. Ms. Holmes suggested using the Procurement Policy as a reference for this discussion.
- Business Continuity Plan Update (DFS)

Executive Session

It was MOVED by Ms. Michell-Nunn, seconded by Ms. King, and unanimously adopted by voice vote by members present, to enter into executive session at 1:50 p.m. to discuss contract negotiations.

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It was MOVED by Ms. King, seconded by Ms. Michell-Nunn, and unanimously adopted by voice vote, to return to open session at 2:37 p.m.

Adjournment

The meeting adjourned at 2:37 p.m.