



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."

AGENDA Operations Committee March 22, 2021 – 1:00 P.M. Zoom

1. Call to Order Holmes
2. Changes to the Agenda
3. Approval of January 25, 2021 Minutes
4. Executive Director Report Dowd
 - a. Executive Committee Update
 - b. 2021 Goals and Objectives
 - c. PBM RFP Update
 - d. Budget Policy
 - e. Late Payment Policy
 - f. Code of Ethics Updates
 - g. Consortium Breach Incident Form
 - h. Policy on Anti-Racism and Equity
 - i. Staffing Update
5. Future Discussion Topics: (2:25)
 - a. Contract Renewals – looking at the practice of establishing contract terms and also looking at which contracts and when to issue a Request for Proposals; and
 - b. Business Continuity Plan Update
6. Adjournment (2:30)

Next Meeting: May 24, 2021 – 1 p.m.

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

Present: Lisa Holmes, Tompkins County; Judy Drake, Town of Ithaca; 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; 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.

* * * * *

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.

* * * * *

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.

Operations Committee Minutes
January 25, 2021

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.

Executive Director Report First Quarter 2021

Executive Director Annual Performance Review

At the conclusion of the March Executive Committee meeting I am hoping to be able to share with you the approved 2021 Goals and Objectives set as part of the annual performance review process for the Executive Director. The year is already off to a very busy start, but I am encouraged by the possibility of creating an expanded team of Consortium employees that will be ready to tackle the goals and objectives set in place.

Policy Creation

There has been much discussion on the topic of late payments on the part of one Participant and there has been a call to action to create a policy that articulates a scaled late fee schedule and steps necessary to expel a Participant. The Municipal Cooperative Agreement in Section Q (3) outlines the circumstances to expel a Participant as follow:

Section Q

3. The Participants acknowledge that it may be necessary in certain extraordinary circumstances to expel a Participant from the Consortium. In the event the Board determines that:

- a. A Participant has acted inconsistently with the provisions of the Agreement in a way that threatens the financial well-being or legal validity of the Consortium; or
- b. A Participant has acted fraudulently or has otherwise acted in bad faith with regards to the Consortium, or toward any individual Participant concerning matters relating to the Consortium, the Board may vote to conditionally terminate said Participant's membership in the Consortium. Upon such a finding by the affirmative vote of two-thirds (2 / 3) of the Participants, the offending Participant shall be given sixty (60) days to correct or cure the alleged wrongdoing to the satisfaction of the Board. Upon the expiration of said sixty (60) day period, an absent satisfactory cure, the Board may expel the Participant by an affirmative vote of two-thirds (2 / 3) of the Participants (exclusive of the Participant under consideration). This section shall not be subject to the weighted voting provision provided in Section D. Any liabilities associated with the Participant's departure from the Consortium under this provision shall be determined by the procedures set forth in Section P of this Agreement.

It would be good for the organization to define the types of actions that *threaten the financial wellbeing or legal validity of the Consortium*. Certainly, the bar would have to be rather high to invoke this type of action. It would have to be a situation where the Participant truly acted in “bad faith” by knowingly taking advantage of the Consortium for their own benefit and risking the financial well-being of the other Participants. Even in that situation, the Consortium would have to provide the Participant with notice and an opportunity to remedy the matter before expelling them, consistent with the provisions found in Section Q (3) of the amended MCA.

The Audit and Finance Committee is reviewing revisions to our current late fee policy to define the consequences of Participants that are habitually late. I also think by creating a new policy we can eliminate speculation of what would happen if another entity did the same thing in the future.

In reviewing said policy it should be reviewed from the eyes of what is good for the entire Consortium and not based on a current situation of a specific Participant. Rather we should determine a course of action

Executive Director Report
First Quarter 2021

relative to the TC3 situation and articulate our decision and then move forward with a policy that we want to implement for all municipalities in similar situations going forward.

The Audit and Finance Committee will also be reviewing an amendment to the Budget Creation Policy to include definitions for Adopted and Amended Budgets and matters pertaining to the reclassification of line items.

Blue4U

There are several health campaigns that suggest you should “know your numbers.” Usually those campaigns are referring to your four health numbers — blood pressure, cholesterol, blood sugar and body mass index — because they are key to understanding your physical well-being, and can be used to determine your risk for developing several diseases. The Blue4U program provides a free and easy way to secure those numbers.

The Joint Committee Meeting on Plan Structure and Design helped launch this year’s Blue4U biometric screening program available to all municipalities with metal level plans.

To help with the success of this program, Excellus partners with IH21 to conduct onsite biometric testing for employees on the Platinum, Gold, Silver or Bronze plans to secure their numbers. If your location isn’t hosting an on-site clinic, your eligible employees may still participate, either at a local urgent care center or at another clinic hosted by a nearby municipality. Urgent Care Centers providing tests and other clinics are on the website and will be updated periodically. Both testing opportunities require registering with Blue4U for inclusion in our program.

The Health Consortium Blue4U program runs from February through the end of March. Highlights of the program include:

Blue4U: On-Site

- *Onsite (where available) venipuncture (fasting, limited panel): Glucose plus full lipid profile (Total Cholesterol, HDL, LDL, Triglycerides), Hemoglobin A1c*
- *Assessment of height, weight (BMI), waist circumference and blood pressure*
- *Administration and Interpretation of Lifestyle questionnaire from an IH21 health coach*
- *Access to Blue4U wellness platform*

PBM RFP

The Operations Committee will be the host committee responsible for posting and reviewing all Request for Proposals to secure a new agreement with a Pharmacy Benefit Manager. The RFP should be posted the first week of March and responses secured within a five-week period once it has been posted. Decisions on a new agreement should be made by mid-year with an expected commencement to the new agreement by January 1, 2021.

Finance Manager

The first round of interviews to hire a Finance Manager have been completed. Currently there are three candidates that will go to the second round. Follow up interviews will be held the first week of March. Those involved in the second round of interviews include Judy Drake, Elin Dowd, Steve Locey, Rick Snyder, and Steve Thayer.

HCRA Tax Relief

Direction has come from the Audit and Finance Committee to work on a plan to bring attention to state legislators and assembly members to help find relief from HCRA tax to our member municipalities. I have asked Don Barber to work on this assignment with me and the following is some additional information provided from Don as we plan to start this activity.

The basic premise for requesting relief from HCRA tax is the principle of double taxation of taxpayers. Municipal governments are tax exempt for that reason. Article 47 allows only municipal governments to participate therefore the logical conclusion is that Article 47's should be exempt from HCRA.

According to recent research HCRA has evolved from its original intent into a slush fund for the State legislature. While this is interesting and gives reason for HCRA criticism, from my previous experience, I'm not sure it gives our argument any value as Legislators become defensive when their slush fund gets questioned. I think our best strategy is how much it saves our taxpayers and how little impact it has on the State budget.

While we may feel we can make a convincing argument on our own, it is always best to bring the other Article 47's along with us- to bring lobbying pressure on more legislators...

We will keep you abreast of our activities and solicit your support as we make progress on this assignment.

Split Co-Pays

I have been working on an audit with Excellus regarding some issues with claims adjudication related to copays on all PPO plans. In several cases subscribers may have been charged two co-pays related to one visit when our plan calls for only one co-pay. Excellus has identified the problem and is alerting providers to reimburse the subscriber directly for any copays collected in error. This problem represents a small percentage of our subscribers, but those that were doubled charged have been quite vocal. Please let me know if any of your employees have questions when they are contacted by their provider about the reimbursement.

Nominations and Engagement Committee

The Nominations and Engagement Committee has not met yet this year, but their first meeting has been scheduled for the end of the first quarter. This committee will be looking at ways to continue to keep our members engaged now that we have moved to our new governance model.

Claims and Appeals Committee

The Claims and Appeals Committee has not met yet this year but are scheduled to meet at the beginning of the second quarter. Two agenda items will be reviewed. First, the entire claims appeals process will be reviewed for both of our third-party benefit administrators. Second, they will review the Excellus claims audit currently under review with BMI.

Respectfully submitted by Elin R. Dowd, Executive Director, February 25, 2021.

2021 GTCMHIC Consortium and Executive Director Goals and Objectives

Respond to new momentum to move from traditional Indemnity and PPO Plans to Metal Level Plans

- Analyze overall effect on the Consortium and future premiums
- Review necessary changes to continue rate stabilization goals and objectives
- Recommend changes through committee process and secure support

Effective outreach to labor representatives and state legislators

- Work with Board, committees, and consultants to determine message we want to communicate
- Prepare communication plan and necessary support materials
- Execute plan with Board and Consultant support

Prepare for COVID 19 Backlash

- Remain aware of any market reactions to health care costs and delivery due to pandemic
- Review current costs to Consortium
- Anticipate market changes in planning process
- React swiftly while maintaining vision of organization

Establish infrastructure and supporting practices and processes to sustain growth in membership

- Support new organizational structure to transition from Board of Director to Executive Committee Governance model
- Continue to keep Board members engaged in Consortium activities
- Approval of Certificate of Authority in 19 counties
- Evaluate resources necessary for growth
- Determine marketing plan and expected growth levels

Secure New Agreement with Pharmacy Benefit Manager and Maintain CanaRx Relationship

- Create RFP
- Request bids
- Review and recommend new PBM agreement
- Determine transition plan, if necessary
- Execute new contract for 1/1/2022 start date

Execute approved staffing plan and transition responsibilities to new positions

- Recruit and hire finance manager and benefit clerk
- Transition responsibility for invoicing, member updates, budgeting, and financial reporting to Consortium
- Provide additional member support on problem resolution
- Expand wellness program
- Establish templates that can be easily populated with new information as needed

Establish templates for new members and current members to review all plan options

- Understand information needed to make decisions
- Work with partners to establish templates

Work with Executive Committee on Establishing a Strategic Planning Process

- Determine expected outcomes
- Explore resources needed including outside consultants
- Set timeline to start formal process

Determine how and when to launch RFP process for Investment Manager

- Secure expectations of Audit and Finance Committee and Executive Committee
- Work with Operations Committee on process to commence
- Mentor Finance Manager on RFP Process
- Launch RFP process and secure data necessary for decision to be made by Board of Directors

Additional Communication Goals

- Continue to build relationship with DFS
- Create formal correspondence to members on premium increases
- Ongoing Board outreach to keep Board members involved

Locey and Cahill Projects

- PBM RFP
- Plan Comparison Templates
- Analyze overall effect to the organization with recent and expected migration from traditional plans to metal level plans
- COVID market adjustments to premiums for next year
- Support with assembly and state presentations
- Support with labor representative presentations

Barber Projects

- Continue Newsletter
- Work with Nominations on Board engagement
- New member support
- Support with assembly and state presentations



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RESOLUTION NO. 003 – 2021 – ADOPTION OF CONSORTIUM BUDGET AMENDMENT POLICY

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

WHEREAS, in accordance with Resolution No. 15 of 2020 – Adoption of Budget Guidelines and the Executive Committee Bylaws, the Executive Director creates a preliminary budget for presentation and approval at the Board of Directors Annual Meeting, and

WHEREAS, each year additional budget information becomes available after the budget has been adopted at the Annual Meeting and before the new fiscal year begins that may reflect changes in projected claims, fees and taxes, funding of services provided by contractors and third-party administrators, maintenance of all reserves, including those required by statute, purchase and maintenance of stop-loss insurance, and changes in projected revenue which are of such importance to merit amending the adopted budget, and

WHEREAS, an Amended Budget will be created early in the new fiscal year to reflect these changes and will be prepared monthly for performance against the Adopted budget, and

WHEREAS, other organizational and purchasing decisions made during a fiscal year, in accordance with the adopted Procurement Policy, may affect budgeted expenses or revenues in such a manner to require amending the operating budget throughout the year, and

WHEREAS, other reclassifications or intra-fund transfers may be needed to budgeted line items throughout the fiscal year, now therefore be it

RESOLVED, on recommendation of the Operations and Audit and Finance Committees, That the following Budget Amendment Process be adopted by the Executive Committee:

- A. ***End of previous year or subsequent year budget changes*** resulting from the addition of projected claims, fees and taxes, funding of services provided by contractors and third-party administrators, maintenance of all reserves, including those required by statute, purchase and maintenance of stop-loss insurance, and changes in projected revenue shall be presented and recommended by the Audit and Finance Committee and approved by and Executive Committee as the Amended Budget.
- B. ***Midyear budget adjustments***, for extra budgetary expenditures for discretionary expenses or unexpected expenses not accounted for in the Adopted or Amended budget resulting from organizational decisions may be made during the fiscal year in accordance with established policies.
- C. ***Reclassification or Intra-Fund Transfers*** may happen throughout the fiscal year when the Executive Director determines that all of the funds in one budget line will not be spent as previously approved or allocated during the current

RESOLUTION NO. – 2021 – ADOPTION OF CONSORTIUM BUDGET AMENDMENT POLICY

fiscal year and the funds may be transferred to another budget line resulting in no net change in expense or revenue. Should this transfer not trigger the approval process of the Consortium's policies established, these changes can be made independently and reported out to the Audit and Finance Committee at its next meeting.

Should the approvals from Audit and Finance Committee and/or Executive Committee be required under the Consortium's current policies, these reclassifications or intra-fund transfers will be noted in the approval resolution and, if approved, be documented in the Amended budget, and

RESOLVED, further, That the Amended Budget will be prepared monthly along with a comparison against the Adopted budget and when any changes are approved by the Executive Committee they shall be circulated to the entire Board of Directors.

* * * * *

STATE OF NEW YORK)
) ss:
COUNTY OF TOMPKINS)

I hereby certify that the foregoing is a true and correct transcript of a resolution adopted by the Greater Tompkins County Municipal Health Insurance Consortium Executive Committee on behalf of the Board of Directors on March 3, 2021.



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RESOLUTION NO. – 2021 – AMENDMENT OF RESOLUTION NO. 033 OF 2020 – PREMIUM PAYMENT POLICY

WHEREAS, the Premium Payment Policy was adopted by Resolution No. 033 of 2020,
and

WHEREAS, after further discussion the Consortium wishes to increase the penalty for late payments by a compounded interest rate of one percent (1%) each month up to a three percent (3%) maximum late fee charge, and

WHEREAS, further clarification on this is needed as the original Premium Payment Policy did not include reference to the MCA (Municipal Cooperative Agreement) guidelines on when to expel a member, now therefore be it

RESOLVED, on recommendation of the Audit and Finance and Operations Committees,
That the Executive Committee hereby approves the Revised Premium Payment Policy.

* * * * *

Premium Payment Policy*Adopted 12-17-2020; Revised _____*

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. An additional one percent (1%) shall be added to the late fee for each subsequent month that the invoice has not been paid up to a total compounded late fee of three percent (3%) For example, first month late 1%, second month late 2% and third month late 3%.

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.~~

A repeated failure to make timely payments, including any applicable penalties, may be used by the Board to determine if adequate justification has been given for expulsion of the Participant according to Section Q (3) of the Municipal Cooperative agreement as such:

"3. The Participants acknowledge that it may be necessary in certain extraordinary circumstances to expel a Participant from the Consortium. In the event the Board determines that:

a. A Participant has acted inconsistently with the provisions of the Agreement in a way that threatens the financial well-being or legal validity of the Consortium; or

b. A Participant has acted fraudulently or has otherwise acted in bad faith with regards to the Consortium, or toward any individual Participant concerning matters relating to the Consortium, the Board may vote to conditionally terminate said Participant's membership in the Consortium. Upon such a finding by the affirmative vote o f t w o - t h i r d s (2 / 3) of the Participants, the offending Participant shall be given sixty (60) days to correct or cure the alleged

**RESOLUTION NO. – 2021 – AMENDMENT OF RESOLUTION NO. 033 OF 2020 –
PREMIUM PAYMENT POLICY**

wrongdoing to the satisfaction of the Board. Upon the expiration of said sixty (60) day period, an absent satisfactory cure, the Board may expel the Participant by an affirmative vote of t w o - t h i r d s (2 / 3) o f the Participants (exclusive of the Participant under consideration). This section shall not be subject to the weighted voting provision provided in Section D. Any liabilities associated with the Participant's departure from the Consortium under this provision shall be determined by the procedures set forth in Section P of this Agreement.

* * * * *



Tompkins County Health Insurance Consortium Breach Form

Use this form to report any possible breach of Consortium private or confidential information to the Tompkins County Information Security Compliance Officer.

Incident Information Section

Date of Incident *

Nature of Breach *

☐ Breach of Personally Identifiable Information

☐ Security Breach

☐ Other

Format of Information Breached *

☐ Hard Copy/Paper ☐ Electronic/Computerized ☐ Verbal

How was Information Breached? *

☐ Taken/Theft ☐ Lost ☐ Disclosed/Transferred ☐ Accessed ☐ Hacking/IT Incident ☐ Other

Type of Violation *

☐ Physical ☐ Administrative ☐ Technical

Persons Affected *

☐ Multiple Persons Identity Unknown

☐ Specific Individuals listed below

Number of People Affected

Approximate if you don't know exactly.

Please describe the situation / incident *

Submitter Information Section

Submitter's Last Name *

Submitter's First Name *

Submitter's Phone Number *

Submitter's Phone Number Extension

Submitter's Email Address *

Confirm Submitter's Email Address *

Submitter's Agency *

Submit



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RESOLUTION NO. - 2021 – RATIFICATION OF PROVISIONAL APPOINTMENT OF FINANCE MANAGER – TERI APALOVICH

WHEREAS, the Greater Tompkins County Municipal Health Insurance Consortium (GTCMHIC) created the Finance Manager position by Resolution No. 035 on December 17, 2020, and

WHEREAS, the Selection Committee has determined that Teri Apalovich possesses the necessary knowledge and skills to satisfactorily perform the duties of the Finance Manager position, and

WHEREAS, Teri Apalovich has been provisionally appointed by the GTCMHIC's Executive Director based on a full-time schedule of 40 hours per week, at an annual salary of \$70,000 effective March 29, 2020 with full time benefits, now therefore be it

RESOLVED, That the Board of Directors hereby ratifies the Executive Director's provisional appointment of Teri Apalovich as Finance Manager, effective March 29, 2021, pending results of the Civil Service exam for said position.
