



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 October 7, 2019 – 1:00 P.M.

Town of Ithaca

1. Welcome and Introductions (1:00)
2. Changes to the Agenda (1:10)
3. Establish Committee Structure (1:12)
 - a. Elect Chair and Vice Chair
 - b. Membership Appointed by the Board
 - c. Meeting schedule
4. Discussion of Committee Purpose (Resolution No. 009-2019) (1:20)
 - a. Sample Resolution/Item Grid
5. Review List of Consortium Policies (1:45)
6. Review List of Current Resolutions/Discussion Topics (2:15)
7. Future Discussion Topics: (2:30)
 - a. Invoice Payment Procedure
 - b. Cyber Security Audit
 - c. MCA Review
8. Adjournment (2:45)

Next Meeting: _____

OPERATIONS COMMITTEE

Created by Res. No. 009-2019 and amended by Resolution Nos. 020 and 023 of 2019. 11 members with 3-year staggered terms

Appt'd Term expires December 31, 2020

09-26-2019 Luann King
09-26-2019 Mark Emerson
09-26-2019 Gary Mutchler

Term expires December 31, 2021

08-22-2019 Edward Fairbothor
08-22-2019 Doug Perine
08-22-2019 Sunday Earle
09-26-2019 Mike Catalano

Term expires December 31, 2022

08-22-2019 Greg Pelicano
08-22-2019 Lisa Holmes
08-22-2019 Judy Drake
08-22-2019 Schelley Michel Nunn



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RESOLUTION NO.009-2019 – CREATION OF OPERATIONS COMMITTEE AS STANDING COMMITTEE OF GTCMHIC

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

WHEREAS, the Board of Directors of the GTCMHIC has created the Audit and Finance Committee as a standing committee of the Board of Directors to assist the Executive Committee and the Board of Directors in its oversight of: the integrity of the financial statements of the Consortium; the Consortium's compliance with legal and regulatory requirements; and the independence, qualifications, and performance of the Consortium's independent auditors (Auditors); 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; and review and approval of investments and investment plans; enterprise risk management and compliance assessment and review; and oversight of all audits, internal and external, of Consortium operations, and

WHEREAS, due to significant increase in Consortium operations activity, the Audit and Finance Committee, in addition to their fiscal responsibilities, became the default standing committee for oversight of operations issues, and

WHEREAS, this extra burden has caused the Audit and Finance Committee to either not address or not be able to adequately address issues of its assigned responsibility, and

WHEREAS, the Executive Committee wants to eliminate the additional operational burden from the Audit and Finance Committee and create the Operations Committee with oversight of Consortium operations, and the overall well-being of the organization.

WHEREAS, creating an Operations standing committee, provides another opportunity for a larger percentage of our growing number of Directors to become engaged in a more detailed manner in Consortium governance, now therefore be it

RESOLVED, on recommendation of the Executive and Audit and Finance Committees, That the Board of Directors immediately establishes The Operations Committee with responsibility for the oversight of Consortium operations and the overall well-being of the organization. The Operations Committee may recommend changes that will improve the efficiencies of the organization to practices, policies, procedures and organizational structure including personnel and staffing needs.

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 Board of Directors on June 27, 2019.

Michelle Cocco, Clerk of the GTCMHIC Board

Consortium Topic and Topic/Resolution Routing

| Item | Approval by ED & Board Chair | OYOH | Operations Committee | Audit & Finance Committee | JCPSD | Executive Committee | Board of Directors |
|--------------------------------------|---|-------------|---------------------------------|--|--------------|--------------------------------|-------------------------------|
| Invoices | | | | | | | |
| Personnel | | | | | | | |
| Contracts and Agreements | | | | | | | |
| RFP's - Issuing | | | | | | | |
| Policies with no financial impact | | | | | | | |
| Policies with financial impact | | | | | | | |
| Appointments to Positions/Committees | | | | | | | |
| New Members | | | | | | | |
| Plan Adjustments | | | | | | | |
| Ancillary Benefits | | | | | | | |
| Budget/Premium Rates | | | | | | | |
| Flu Clinics | | | | | | | |
| Wellness programs | | | | | | | |
| Ethics complaints | | | | | | | |
| Special charges to committees | | | | | | | |
| Plan Approvals | | | | | | | |
| Online enrollment | | | | | | | |
| Application Process | | | | | | | |
| Appeals | | | | | | | |

Resolution No. 001-2019 - Recognition of Donald Barber's Dedicated Years of Service to the Greater Tompkins County Municipal Health Insurance Consortium

Resolution No. 002-2019 - Appointment of Executive Director

Resolution No. 003-2019 - Adoption of Personnel-Related Policies and Procedures - Consortium Employees

Resolution No. 004-2019 - Authorizing Office Space Lease Agreement with the Town of Ithaca

Resolution No. 005-2019 - Adoption of Cyber Security Policy

Resolution No. 006-2019 - 2019 Budget Amendment - Consortium Employee Expenses

Resolution No. 007-2019 - Authorizing Entering into an Agreement with Locey and Cahill LLC for Assisting Consortium Employers with the Centers for Medicare and Medicaid Services (CMS) Retire Drug Subsidy (RDS) Program Application, Cost Reporting, and Reconciliation Process

Resolution No. 008-2019 - Charging Governance Structure Committee with the 2020 Municipal Cooperative Agreement Review

Resolution No. 009-2019 - Creation of Operations Committee

Resolution No. 010-2019 - Approval of Contract for Consulting Services

Resolution No. 011-2019 - Creation of Positions - Administrative/Computer Assistant and Clerk of the GTCMHIC Board of Directors

Resolution No. 012-2019 - Appointment of Clerk of the GTCMHIC - Michelle Cocco

Resolution No. 013-2019 - Approval of Adjustments to the Premium Equivalent Rates for the City of Ithaca Professional Firefighters Unit

Resolution No. 014-2019 - Authorization to Enter Into Contract with BMI Audit Services - Prescription Drug Claim Audit

Resolution No. 015-2019 - Board Policy Regarding Compliance with Section A.3 of Municipal Cooperative Agreement (Reconsidered and Adopted 8-22-2019)

Resolution No. 016-2019 - Amendment to Resolution Nos. 2 of 2015 and 7 of 2018 - Application Materials Municipalities Must Present for Application to Join the Consortium and Recommended Municipal Resolution Language

Resolution No. 017-2019 - Approval of Adjustment of Fee for Auditing Consortium 2019 Financial Statements - Insero & o. LLP

Resolution No. 018-2019 - Adoption of Rounding Method for Standard Deviation of Actuarial Values

Resolution No. 019-2019 - Ratification of Provisional Appointment of Administrative/Computer Assistant

Resolution No. 020-2019 - Ratification of Appointments to the Consortium's Operations Committee

Resolution No. 021-2019 - Adoption of Policy for Determining Departing Municipality's Pro Rata Share of Assets

Resolution No. 022-2019 - Establish Meeting Schedule - 2020

Resolution No. 023-2019 - Amendment to Resolution Nos. 020 and 009 of 2019 - Appointment(s) to the Consortium's Operations Committee

Resolution No. 024-2019 - Approval of Adjustment to the Gold Metal Level Plan Minimum Deductible Amounts

Resolution No. 025-2019 - Medical Claims Audit Action Items for Excellus BlueCross Blue Shield

Resolution No. 026-2019 - Acceptance of Application by the Village of Watkins Glen to Become a Participant in the Greater Tompkins County Municipal Health Insurance Consortium (40)

Resolution No. 027-2019 - Acceptance of Application by the Town of Horseheads to Become a Participant in the Greater Tompkins County Municipal Health Insurance Consortium (41)

Resolution No. 028-2019 - Acceptance of Application by the Lansing Community Library to Become a Participant in the Greater Tompkins County Municipal Health Insurance Consortium (42)

Resolution No. 029-2019 - Acceptance of Application by the Town of Spencer to Become a Participant in the Greater Tompkins County Municipal Health Insurance Consortium (43)

Resolution No. 030-2019 - Adoption of Budget, Premium Rates, and Reserve Amounts for 2020

Motion No. 001-2019: Authorization to the Executive Committee to appoint members to the Operations Committee

Motion No. 002-2019: Creation of 2020 Consortium Leadership Nominating Committee

1. [Applying for Membership](#)
1. [Code of Ethics and Conflict of Interest Policy](#)
2. [Investment Policy](#)
3. [Online Enrollment Policy](#) (also see Municipal Resources)
4. [Policy for the process of Applying for Membership to the Consortium](#) and [Amendment](#) (Res. 24 of 2014)
5. [Policy for Private Advertising on Consortium Materials](#)
6. [Privacy Policy](#)
7. [Procurement Policy](#)
8. [Prorated Premium Policy](#)
9. [Records Retention Policy](#)
10. [Retrospective Claim Termination Policy](#)
11. [Wrongful Conduct Whistleblower Policy](#)
12. Cyber Security Policy
13. [Policy for Determining Departing Municipality's Pro Rata Share of Assets](#)
14. [Policy Regarding Compliance with Section A.3 of Municipal Cooperative Agreement](#)