



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 November 30, 2021 – 1:00 P.M.

Zoom

<https://tompkinscountyny-gov.zoom.us/j/93665810706?pwd=YzVqcldwVGlkU2xMNXJKSUhwSWdGdz09>

Meeting ID: 936 6581 0706 Password: 602669
1(646)558-8656

1. Call to Order Holmes
2. Changes to the Agenda
3. Approval of October 26, 2020 Minutes
4. Executive Director Report Dowd
 - a. Policy on Anti-Racism and Equity
 - b. Nominations Committee Update
 - c. Discussion of Consortium Staffing
5. **RESOLUTION:** Creation of Positions – Finance Manager and Benefits Specialist (attach descriptions)
6. **RESOLUTION:** Authorizing Executive Director to Sign on Behalf of the Consortium
7. 2021 Meeting Schedule (4th Monday, bimonthly at 1 p.m. beginning in January)
8. Future Discussion Topics: (2:25)
 - a. Contract Renewals
9. Adjournment (2:30)

Next Meeting: January 25, 2020 – 1 p.m.

**Operations Committee
Minutes – Draft
October 26, 2020 – 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 Cincinnatus; Gary Mutchler, Town of Scipio; Schelley Michell-Nunn, City of Ithaca; Mike Catalano, City of Cortland; Luann King, Town of Cincinnatus; Ed Fairbrother, Town of Big Flats

Excused: Doug Perine, White Collar President

Staff: Elin Dowd, Executive Director; Jessica Hobart, Accounting; Debra Meeker, Administrative/Computer Assistant; Michelle Cocco, Clerk of the Board

Call to Order

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

Changes to the Agenda

There were no changes to the agenda.

Approval of Minutes of September 28, 2020

It was MOVED by Mr. Wagner, seconded by Ms. King, and unanimously adopted by voice vote by members present, to approve the minutes of September 28, 2020 as submitted. MINUTES APPROVED.

Executive Director's Report

Ms. Dowd reported she is working on 4th quarter report for the Board and did not have a written report for this meeting. She said she is working on preparing an e-mail to remind Participants about the December premium holiday and will include a reminder that it was the intention of the Board of Directors to share this holiday with employees. The next invoice that Participants receive will reflect the holiday. She also called attention to the final premium equivalent rates that are posted on the Consortium's website and noted a change to the website that makes the rates more prominent. Ms. Dowd reported Benefit Clerk sessions were held; she received positive feedback and questions were submitted and responded to. Videos of these meetings are now available on the Consortium's website.

Ms. Dowd said the Consortium is starting to receive signature pages back from members in response to the Municipal Cooperative Agreement (MCA) approval process. She encouraged others to facilitate the approval process and signing of the document in their respective municipalities.

In response to questions from Directors and to help expedite adoption and signing of the MCA signature pages. Ms. Dowd will see that all Directors receive information that was sent to the Chief Elected Official in all municipalities with regard to the MCA update.

Ms. Dowd reported on the results of this year's flu clinics and said to date 326 members have received vaccinations in Consortium-sponsored flu clinics. This is an increase over last year.

Lastly, she provided screen view of the Consortium's website to show where the MCA and premium rates are now located.

Personnel

Ms. Drake provided an overview of changes to the Town of Ithaca's personnel manual that was recently updated as a result of policy and collective bargaining changes. She reviewed revisions that are being made to the document that will apply to the Consortium as the Consortium's personnel policies mirror those of the Town of Ithaca.

Ms. Dowd said there are no material changes that impact the consortium. In response to Ms. Holmes, she said the document is made available to employees; the goal in the future is include any policies that are modified to also be included in the document.

Ms. Dowd said the Consortium previously accepted through resolution the Town's Town of Ithaca personnel policy as the Consortium's policy; therefore, does not feel an action is necessary to adopt the policy. She recommended; however, that the Committee accept the changes presented to the policy.

It was MOVED by Mr. Fairbrother, seconded by Mr. Mutchler, and unanimously adopted by voice vote, to accept the updates to the Town's Personnel Manual for Consortium employees as presented. MOTION CARRIED.

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

Ms. Dowd spoke of meetings of the Executive Exchange she has attended and said as a result of the Consortium being considered a non-profit organization in Tompkins County, it has been requested that she, as Executive Director, be a signatory on this document. She provided an overview of how the document was developed and said the Executive Exchange felt as an organization it should respond to what is happening globally and in America and Directors began drafting and circulating the document being presented to the Committee. She said many non-profits are small and were able to sign the document immediately; however, the Consortium is a different organization in the way it is structured and asked that this Committee recommend signing the document and presenting that recommendation to the Board. She also noted there are specific actions contained within the document. She said the document needs to be shared and has to be a living document; it cannot just be filed. There are actionable items that need to be discussed and made integral to the organization, including the creation of educational events. Ms. Dowd said the Executive Exchange has offered to help people know more and understand their influence. Signing of the document recognizes that as a non-profit organization in Tompkins County, the Consortium is committed to making a difference.

Ms. Holmes asked about timing and if the December Board meeting is too late to move this forward. Ms. Dowd said the Executive Exchanges is aware that the Consortium is in the process of properly vetting the document and moving it forward. Ms. Holmes said there are serious actionable items that are spelled out that would go throughout the Consortium as an organization and said it would be great to facilitate items across committees where applicable. She suggested it be added to a future agenda for this Committee or the Executive Committee. Ms. Dowd said it is important to understand this when it is signed; it calls signors to action and noted the Consortium is a different than other non-profit organizations. It is important to discuss how we can implement this as the Consortium is a unique organization.

MOVED by Mr. Wagner, seconded by Ms. King, and unanimously adopted by voice vote. MOTION CARRIED.

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, 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.

* * * * *

Nominations and Engagement Committee Update

Ms. Dowd reviewed a draft resolution that was created based on the executive Committee playing a greater role to advancing items throughout the year. As a result of the new structure there will be more involvement at the committee level. A resolution was drafted that includes the structure of committees and a proposed meeting schedule. The Nominations and Engagement Committee is working on filling vacant seats on Committees. It was recommended that the Operations Committee be reduced to seven members from eleven. The Chair of the Board has been removed where appropriate as the Chair will serve as ex-officio on all committees going forward. A letter is going out to Directors asking where they would like to serve; she noted that not all seats are filled by Directors and there will be outreach to them as well.

Mr. Fairbrother said he has been working on outreach to members.

Chief Catalano said he will be retiring next year and volunteered to step down from serving. Mr. Mutchler said he has volunteered to switch to the Nominations and Engagement Committee. Ms. Holmes agreed to continue serving as Chair with the understanding that would require membership in the Executive Committee.

Ms. Holmes asked members to follow-up with a member of the Nominations and Engagement Committee or Ms. Dowd about membership. Ms. Dowd also encouraged members to respond to the e-mail that was sent today to Directors surveying interest in serving on committees.

Future Discussion Topics

Ms. Dowd raised the issue of signing documents on behalf of the Consortium. Up to the time all documents have been signed by the Chair. She said a look will be taken at what documents are signed by the Chair and what could be signed by the Executive Director. This will be discussed at the next meeting.

Date of Next Meeting

The date of the next meeting was set for November 30, 2020.

Adjournment

The meeting adjourned at 1:47 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. - 2020 – CREATION OF 2021 COMMITTEE STRUCTURE AND APPOINTMENTS OF MEMBERS

MOVED by Ms. Drake, seconded by Mr. Salton, and unanimously recommended by voice vote by the Executive Committee.

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 is 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)

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

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 Perrine
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

Terms expire 12/31/2022

4. Gary Mutchler
5. Terrence 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)

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

4. Don Fischer
5. Tanya Digennaro

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

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.

* * * * *



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. - 2020 – CREATION OF POSITIONS – FINANCE MANAGER AND BENEFITS SPECIALIST

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.

* * * * *

FINANCE MANAGER (GTCMHIC)

TOMPKINS COUNTY

Department: GTCMHIC
Classification: Competitive
Labor Grade: n/a
Approved: _____
Revised: _____
By: _____

MINIMUM QUALIFICATIONS:

- (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 and or volunteer) 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 and or volunteer) 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** ten years of full time paid (or the equivalent part-time and /or volunteer) 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.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Consortium is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is a major position, which involves responsibility for the fiscal management activities for the Consortium. The work involves responsibility for directing and maintaining the financial records of the Consortium, overseeing financial transactions, installation and maintenance of accounting systems, billing/invoicing of premiums, Department of Financial Services quarterly and annual reporting, preparation of 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 Treasurer, Chief Fiscal Officer and consultants. The Finance Manager exercises independent judgment while conducting financial, administrative, and technical activities. Supervision may be exercised over support staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Performs general accounting duties such as maintaining a general ledger, making journal entries, advising others in regard to appropriate balances and fund transfers, and reconciling trial balances, bank statements and accounts;
Organizes and supervises the administration of, and may be called on to perform, accounting and financial record keeping procedures including premium billing functions for the Consortium;

CONTINUED ON THE NEXT PAGE

FINANCE MANAGER (GTCMHIC) - (CONTINUED)

TYPICAL WORK ACTIVITIES (continued):

Maintains and audits all financial records and accounts for the Consortium;
Prepares monthly, quarterly and year end financial statements and submits them to the Executive Director and committees;
Responsible for preparing the Consortium's monthly, quarterly and annual Jurat reports;
Assists in the development and implementation of new accounting procedures and systems in order to provide a clear audit trail of financial transactions
Responsible for securing and coordinating the Consortium's annual audit;
May make recommendations concerning ways of reducing operating costs and increasing revenues based on knowledge of insurance costs, market trends, and legislative development;
Keeps a record of all investments, reserves, bonded indebtedness and other loans;
Assists the Executive Director with the annual budget activities and may present draft budgets to the Audit and Finance Committee, Executive Committee and Consortium's Board of Directors.
Keeps informed of economic trends and advises responsible officials regarding financial planning and investments
Assures payroll records and reports are maintained and filed in conjunction with the Human Resources Manager;
Researches and summarizes reports for the Executive Director or Consortium;
Participates in meetings concerning equipment purchases, reserving, investments and other expenditures which have an impact on consortium and municipal finances;
Assures the achievement of applicable organizational goals and objectives;
Supervises the assembly of all documents in connection with Consortium meetings;
Responsible for compliance with records retention program;
Collaborate with other Consortium staff and consultants in development and implementation of programs requiring collaboration and cooperation;
Trains, directs, reviews, leads, makes staffing recommendations and supervises all personnel and activities of the Finance Office;
Follows and ensures compliance with safety rules and general work regulations and policies;
Perform other duties as required.

REQUIRED KNOWLEDGE SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of modern fiscal administration, including internal auditing, accounting and fiscal management;
Good knowledge of financial administration including budgeting and reporting;
Good knowledge of purchasing procedures;
Working knowledge of municipal laws, state finance laws and state insurance laws;
Working knowledge of computerized accounting software (especially QuickBooks), spreadsheet and word processing applications;
Working knowledge of office terminology, procedures and equipment, including a networked computer system;
Working knowledge of trends and current developments in the field of accounting;
Ability to review reports, find and define problems, and propose solutions;
Ability to cope with stringent deadlines;
Ability to devise and maintain accounting systems;
Ability to prepare and analyze complex financial and statistical records, reports and statements;
Basic knowledge of investment markets;
Basic knowledge and ability to apply, Governmental budgetary principles and practices;
Ability to analyze trends affecting fiscal operations from fiscal records and other factual material;
Ability to analyze management and fiscal reports resulting in the development and implementation of cost-effective enhancements;
Ability to prepare accurate, clear, concise reports relating to complex financial, and budgetary matters;
Ability to communicate effectively by being clear and concise, orally and in writing;
Ability to train, supervise, and coordinate the work of subordinate staff;
Ability to establish and maintain satisfactory working relationships with others;
Ability to understand and follow complex oral and written instructions;
Ability to establish and maintain effective relationships with other agencies/entities and members;
Initiative; integrity; resourcefulness; good judgment and ethical behavior;
Physical condition commensurate with the demands of the position.

BENEFITS SPECIALIST (GTCMHIC)

TOMPKINS COUNTY

Department: GTCMHIC

Classification: Competitive

Labor Grade: N/A

Approved: 11/2020

Revised: _____

By: LG, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree **AND** two (2) years of full-time paid (or the equivalent part-time) experience in employee fringe benefits; **OR**
- (b) Graduation from a regionally accredited or New York State registered two-year college **AND** four (4) years of full time paid (or the equivalent part-time) experience in employee fringe benefits; **OR**
- (c) Graduation from a high school or possession of a high school equivalency diploma **AND** six (6) years of full-time paid (or the equivalent part-time) experience in employee fringe benefits; **OR**
- (d) Any combination of training and experience equal to or greater than that specified in (a), (b) and (c) above.

The GTCMHI Consortium is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for performing various health insurance and wellness activities for the Consortium. An employee in this position is responsible for analyzing, planning, developing, publicizing, problem solving and administering health insurance and wellness programs for the members of the Consortium. The work requires maintaining a relationship with the member municipalities, medical and prescription benefits providers, and finance staff. The Benefits Specialist, with assistance from providers, will be the expert on benefits and advise the Board, member management and their employees on best practices for obtaining maximum utilization and benefit from programs with the least cost to the taxpayer and consumer. The employee will work under general direction of the Executive Director and is expected to exercise a high level of autonomy and good independent judgment when carrying out the duties of the position. Supervision of subordinate staff is not generally a function of this position but may provide guidance to support staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Provides excellent customer service while serving as a liaison for members as they navigate the complexities of the various benefit programs administered by the Consortium;
- Coordinates with a third-party vendor to administer the various health insurance plans;
- Coordinates and administers the various prescription drug programs on behalf of the Consortium;
- Performs data entry to the third-party vendor website to maintain subscriber information as related to the various health insurance plans for member municipalities;

TYPICAL WORK ACTIVITIES (continued):

- Performs data entry to add participants and data maintenance to remove participants or deactivate accounts for member municipalities during new member orientation, open enrollment and whenever necessary;
- Assists with the appeal process of the health insurance plans;
- Answers benefit questions for member management, employees, dependents, survivors, retirees, hospitals, doctors, lawyers or various providers;
- Collaborates with other personnel on changes which may affect monthly bills from health insurance carriers, follows up with carrier and/or provider on enrollment problems;
- Formulates, implements and monitors procedural policies related to health insurance;
- Analyzes health/dental benefit programs and costs/exposure and recommends programs to contain costs and reduce liability;
- May support member municipalities in negotiations by designing and costing out benefit proposals and recommending changes to existing programs;
- May support new member municipalities with plan comparisons and evaluating Consortium membership;
- May support new member municipality marketing by coordinating new member marketing meetings and the creation of supporting material;
- Acts as a consultant or resident expert for a wide variety of employee-employer health insurance problems;
- Maintains records to provide for health insurance premium payments;
- Assists with claim filing or research when questions arise on payments, changes, benefits program provisions, etc.;
- Provides information on Summary Plan Descriptions and COBRA when necessary;
- Works with all benefit carriers to monitor costs which effect experience ratings, premiums and/or contract charges, employees' claims and/or payments;
- Assists with the development of the Newsletter and or may act as Newsletter Editor;
- Completes various periodic reports and forms as requested;
- Develops Wellness programs in consultation with others and assists with communication of such programs;
- Maintains reference materials and updates, relative to benefits areas;
- Schedules and assists providers with informational sessions, enrollment meetings as requested;
- Performs follow-up with employees, medical providers and carriers, including filing supplemental forms to assure that employees receive timely and correct benefits and reimbursement for out-of-pocket expense;
- Conducts studies and analyzes a variety of reports and makes recommendations to the appropriate management staff;
- Researches and summarizes reports for the Executive Director or Consortium;
- Participates in meetings concerning insurance plans which have an impact on consortium finances;
- Assures the achievement of applicable organizational goals and objectives;
- Supervises the assembly of all documents in connection with Consortium meetings;
- Responsible for compliance with records retention program;
- Works with other consortium staff and consultants in development and implementation of programs requiring collaboration and cooperation;
- May train, direct, review, lead and supervise other personnel and activities as it relates to benefits administration and enrollment;
- Follows and ensures compliance with safety rules and general work regulations and policies;
- Perform other duties as required.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of policies, procedures, negotiated provisions and legal requirements in all benefit areas;
- Working knowledge of laws, rules and regulations pertaining to employee benefit programs;
- Working knowledge of personnel procedures to allow correct interpretation and application of benefit areas of negotiated union contracts;
- Working knowledge of office technology, procedures and equipment;
- Working knowledge of Microsoft office including Excel, Word and Publisher at an intermediate level.
- Working knowledge of public administration as it applies to local government;
- Working knowledge of English and statistical techniques;
- Good knowledge of principles, practices and techniques of personnel administration;
- Ability to communicate effectively and accurately, both orally and in writing;
- Ability to understand, and interpret complex written material, including Federal and State laws, contract language, collective bargaining agreements, etc.;
- Ability to prepare, maintain and follow up on independent correspondence, necessary forms, reports and records as required to enable correct and timely administration of benefit areas;
- Ability to relate well with a variety of municipal representatives, employees, staff, management, providers, consultants, etc.;
- Ability to operate a personal computer as required, either with or without reasonable accommodations;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

Originally created 11/2020

B23



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. - 2020 – AUTHORIZING EXECUTIVE DIRECTOR TO SIGN ON BEHALF OF THE CONSORTIUM

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.
