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## AGENDA

### Joint Committee on Plan Structure and Design

March 3, 2011 –Noon- 2:00 pm - Old Jail Conference Room

1. Welcome/Introductions
2. Minutes from 1/6/11 and 2/3/11
3. Review final Joint Committee Guidelines....may need to rename them.
4. Review of Board Action relevant to Joint Committee:
  - a. Administrative Clerk posting
  - b. Charge to Joint Committee to develop Wellness Plan recommendation
  - c. Resolution asking for amendments to Art 47 of the NYS Insurance Law
    - i. T. Virgil interested in the Consortium
5. Discussion with Steve Locey regarding plan development, steps to creating a new benefit plan
6. Discussion with Jed Constantz from the Cayuga Area Physicians Alliance on Wellness programs
7. Review of EBF Dental Plan efforts to expand the network in Tompkins County
8. Other

Next meeting:

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**Consortium Members:**

County of Tompkins ~ City of Ithaca ~ Town of Caroline ~  
Town of Danby ~ Town of Dryden ~ Town of Enfield ~ Town of Groton ~ Town of Ithaca ~  
Town of Ulisses ~ Village of Cayuga Heights ~ Village of Dryden ~ Village of Groton ~ Village of Trumansburg

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## MINUTES

### Greater Tompkins County Municipal Health Insurance Consortium Joint Committee on Plan Structure and Design

January 6, 2011

County Library

Agenda \*\*\*\*\*

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1. Introductions
2. Election of Chair and Vice Chair
3. Discuss Committee Structure

#### *Present:*

##### *Municipality Representatives: 8 voting members*

City of Ithaca – Schelley Michell-Nunn, County of Tompkins – Brooke Kominos  
 Town of Caroline - Don Barber, Town of Danby-Laura Shawley, Town of Ithaca - Judy Drake,  
 Town of Dryden - Mary Ann Sumner, Village of Cayuga Heights – Mary Mills,  
 Village of Groton- Betty Conger

##### *Union Representative: 4 voting members*

County White Collar -CSEA - Chantalise DeMarco, President; Ithaca Professional Fire Fighters Assoc –  
 George Apgar and Dave Tector, Ithaca Town – DPW Teamsters- John Licitra and Joe Slater,

##### *Representatives Absent:*

Town of Groton, Town of Ulysses, Town of Enfield, Village of Dryden, Village of Trumansburg  
 TC3 Professional Admin. Assoc., Locey & Cahill- Steve Locey

##### *In attendance:*

County - Jackie Kippola  
 TC3 – Sharon Dovi, Human Resources Manager  
 CSEA – Margaret Lloyd, Health Benefits Specialist  
 CNYMSS- Jcd Constantz  
 CMC - Travis Turner

Called to order by Don Barber, Chair, Board of Directors, at 12:16pm

We went around the room for introductions of those present.

Jackie Kippola explained that how the consortium was started from a grant through County Administration. Jackie explained that she will be stepping back and another employce will be taking over as staff support for the Consortium.

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### 1. Election of Chair and Vice Chair:

Don Barber explained the need to elect officers so the committee can have a Chairperson. The Chairperson must be a Labor member. Chantalise DeMarco and George Apgar are the two that have been chosen by the Labor group to be the Labor representatives on the Board of Directors. George nominated Chantalise to be the Chair. By show of hands of all of those present voted unanimously to elect Chantalise to be the Chair of the Joint Committee.

Vice Chair is next to be elected, which must be a representative from the member municipalities. All the municipal representatives present have been designated by their governing body to be the representative on this committee. Those municipalities not represented today have not designated a representative. Mary Ann Sumner asked whether the Vice Chair has to be a management member and if so do they need to be a member of the Board of Directors. No. Does the Vice Chair serve on the Board of Directors in place of the Chair and vote when the Chair can't attend. Currently the Vice Chair can attend the meeting only to report out, but not to vote at the Board of Directors meeting. The Vice Chair does not need to be a voting member of the Board of Directors. The Municipal Cooperative Agreement (MCA) does not address the Chair of the Joint Committee having an Alternate if they can't attend the Board meeting. In the future the MCA should address the Labor Representatives being able to have an Alternate, like the Municipalities do.

Mary Ann nominated Laura Shawley, Danby, as Vice Chair. Vote: Unanimously Approved.

If a person appointed by their Municipality changes does the new person hired assume the role on the committee. No- it is based on the person being appointed not the position the person holds.

### 2. Committee Structure and Design discussion:

Margaret Lloyd, CSEA, presented a document assembled based on past experience with other labor management committees (typically school groups.) See attached.

Changes discussed or approval as written:

- 1) Role of committee – no changes – approved as written.
- 2) Purpose of committee – add: committee could also come up with suggestion to bring to the Board in the future. Ie; committee could do research and bring new items forward. Group agreed that committee should be doing background work for BOD and new work committee initiates. The committee may propose new items to be discussed and refer to the BOD. The Planning Committee may also be looking at new items. Those new items should come through this committee for a review and recommendation before going onto the BOD.

Moved by: Don Barber Seconded by: Mary Ann Sumner

Remove "Board" in line 1. Add sentence to the end: Joint Committee may also investigate and develop proposals for changes to plan structure and design for Board consideration.

Vote: Unanimously approved

- 3) What committee does: Questions and discussion about reports and whether they would be produced quarterly. Not sure when reports will be provided. This committee may need to request more detailed reports from Third Party Administrators to help board make educated decisions. Dave Teeter explained that the City did get reports and it helped the City Health committee. Also may want to have this committee look at the RI'P's for the Consultant and not just the TPA. This was questionable whether this fit the duties of the committee. The Usual and Customary Rates (UCR) was discussion and was questioned whether the Consortium could establish its' own UCR? This may be more than what the Consortium wants to deal with.

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Moved: Mary Ann Sumner Seconded: Mary Mills delete (quarterly) and change to "request reports" and other grammatical changes

Discussion: Dave Teeter asked about the communication between the consultants and TPA to request reports and other information. Jed Constantz discussed the value of reports.

Communication coordination of how requests are made to Consultant and TPA will need to be established with new staff support. Carriers would be for Dental and other ancillary coverage. Related program costs are for gathering information and not setting individual plan costs.

Vote: Unanimously Approved

- 4) Present findings and recommendations: Question raise on second sentence with "approval." This committee will recommend a change to the Board and the Board will recommend it to the State Insurance Department. Changes can't be done unless they are approved by the Insurance Dept. There was concern about "approve" because that seems anything sent or reviewed by the committee would be approved. Don re-read #2 about reviewing and making recommendation – not approving. NYS Ins only one to approve plan designs. The direction to the Board is that this committee is to review and weigh in before the Board can take action on it. Margaret – the BOD shouldn't take action on something this committee doesn't recommend. Don recommended that the findings of this committee be sent with the Board's request for approval by the State Ins. Dept. Margaret didn't feel the Board should be approving something this committee doesn't recommend. Mary Ann doubt the Board would vote in favor of something this committee didn't vote in favor of. She thought that the Board can't even consider something without prior approval by the Committee is too strong. Chantalise suggested "Any proposed change to plan benefit structure of design must be reviewed and a recommendation issued by the Joint Committee prior to being brought to the Consortium Board of Directors for board action. A copy of recommendation will be attached to any request sent to the NYS Ins. Dept for approval."

There is a time line for a plan design change to make it through the process - July would be the latest it could be for it to go to the State for a January effective date.

It was asked that if anything the Jt. Comm. has a negative recommendation on then the Board won't approve it. There was also concern that this committee shouldn't hold up the Board from doing the work they need to do.

Amendment wording read and Moved: Mary Ann Sumner Seconded: Laura Shawley.

Discussion: Laura wanted to make sure there is no way this committee could block the Board from considering actions and tying the board up.

Vote: Carries Opposed; Dave Teeter and John Licitra

- 5) Majority Vote: Question about those not in attendance; does that mean they are opting out? A bargaining unit can opt to participate in the committee or not. This doesn't effect whether they have the opportunity to participate. Quorum may be difficult of all the members, so a proxy may be an option. Dave Teeter was worried about proxy vote as a vote may change based on discussion at the meeting. Concern that people may not be able to attend due to type of position or work schedule. The belief is that there are 28 bargaining units for the 13 municipalities. The desire was that each bargaining unit has a vote. Some bargaining units do not want to participate so not every unit will send a representative. Could one person represent more than one unit and carry votes for each unit they are designated to represent. This topic is deferred to next meeting for further discussion.
- 6) Chair: language ok – no change to proposed language. Approved by all.

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- 7) Chair voting as Director: language should be the same as language from AMC Section 5-k.  
Moved: Chantalisc DeMarco Seconded: Mary Mills Vote: Unanimously Approved
- 8) Bargaining unit representatives: remove elected leader and replace with governing board  
Moved: Don Barber Seconded: Betty Conger. Discussion: Each unit should have one vote.  
Vote: Unanimously Approved.
- 9) Joint Comm. meetings: motion to hold meetings bimonthly or as determined by the Chair and Vice-Chair of the Committee. Meetings will be the 1<sup>st</sup> Thursday of the month from noon to 2pm.  
Strike sentence regarding paid release time, with intent that it would be discussed at the BOD meeting to encourage municipalities to provide time for unit representative's time to attend meetings. Moved: Mary Mills Seconded: Don Barber Vote: Unanimously Approved
- 10) Staff Support: Designated staff support to the Joint Committee - Approved by all.

New Business:

Don suggested that the following items still need to be discussed:

- Privilege of the floor
- Setting agenda
- Time management
- Speak only when recognized by the Chair
- All have chance to speak before one gets a second turn
- Resolutions in writing –so can be review ahead of time
- Vote – roll call, hands
- Voting on the Amendment before the whole resolution
- Meetings open to the public – information available on website
- Express opinion at meeting and don't undermine the decision of the board
- Proxy voting

Group felt that most of these can be established by Robert's rule and working agreements.

These topics will be discussed at the next meeting.

Adopt Robert's Rule of Order as committee's parliamentary rules.

Moved: Betty Conger Seconded: Mary Mills.

Betty volunteered to be the Parliamentarian.

Vote: Unanimously Approved

Next meeting agenda items send to Jackie for now. The agenda will be set by Chair.

Jackie asked for an update on the unit representation and contact information for each unit.

Moved to adjourn: Mary Mills Second: John Licitra 1:51 p.m.

Next meeting: Thursday, February 3<sup>rd</sup> from Noon – 2pm at the Library

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## MINUTES

### Greater Tompkins County Municipal Health Insurance Consortium Joint Committee on Plan Structure and Design

February 3, 2011

Old Jail Conference Room

#### Agenda

1. Introductions
2. Review of Roberts Rules of Order
3. Minutes from January 6, 2011 meeting
4. Review Amended Items of Joint Committee Guidelines
5. Review of Board Action related to the Joint Committee
  - a. approval to submit Joint Committee Recommendation with Application to NYS Insurance Department
  - b. Chair encouraged municipal board reps to allow release time for Joint Committee attendance
  - c. Request that Joint Committee consider issue of a Wellness Benefit
6. Consider Item #5 of the proposed Joint Committee Guidelines which will determine the decision making process of the Joint Committee
7. Comments about the Recent Plan Implementation
8. Other Issues?

draft

#### *Present:*

##### *Municipality Representatives: 6 members*

City of Ithaca – Schelley Michell-Nunn, County of Tompkins – Brooke Kominos  
Town of Danby-Laura Shawley, Town of Ithaca - Judy Drake,  
Village of Cayuga Heights – Mary Mills, Village of Groton- Betty Conger

##### *Union Representative: 4 unit members*

County White Collar -CSEA - Chantalse DeMarco, President; Ithaca Professional Fire Fighters Assoc –George Apgar, Ithaca Area Fire Fighters #737-Greg Stevenson and Dave Tector, Ithaca Town – DPW Teamsters- Joe Slatcr,

#### *Representatives Absent:*

Town of Groton, Town of Ulysses, Town of Enfield, Village of Dryden, Village of Trumansburg  
TC3 Professional Admin. Assoc., Locey & Cahill, Town of Caroline, Town of Dryden

#### *In attendance:*

TC3 – Sharon Dovi, Human Resources Manager

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CSEA – Margaret Lloyd, Health Benefits Specialist  
CNYMSS- Jed Constantz  
CMC - Travis Turner

Called to order by Chantalise DeMarco, Chair, Board of Directors, at 12:40 pm

### **1. Introductions**

Roster was passed around to make corrections in the contact information and handouts passed out.

### **2. Review of Roberts Rules of Order**

At the prior meeting the committee voted to have Roberts Rules of Order be the parliamentary rules. Betty Conger reviewed the Roberts Rules of Order basics, and the Parliamentary Procedures that were emailed out prior to the meeting. These will give guidance on how the meeting will be run. Betty Conger volunteered to act as the Parliamentarian. Being courteous to one another and allowing others to comment before making a second comment was stressed.

### **3. Minutes from January 6, 2011 meeting**

Judy Drake moved to table the minutes to the next meeting, since they were just passed out. Seconded by Laura Shawlcy. Vote: Unanimously approved.

### **4. Review Amended Items of Joint Committee Guidelines**

The revisions from last meeting were passed out. Judy questioned whether they should be By-Laws or Guidelines. Betty Conger moved that we change the title to Joint Committee on Plan Structure and Design Standing Rules. Seconded: Mary Mills Vote: Unanimously Approved

Chantalise discussed the need to change the order of the agenda to move up the discussion on the Proxy Voting. Dave Teeter moved to approve changing the order of the agenda, Seconded by Chantalise De Marco. Vote: Unanimously Approved.

### **6. Consider Item #5 of the proposed Joint Committee Guidelines which will determine the decision making process of the Joint Committee**

Chantalise explained that there may be times that some labor representative might not be able to attend the meeting due to their job duties. There has been discussion of block voting, which would allow one person present to cast a vote for a group (i.e.: all CSEA units.) Also part of the discussion was proxy voting where each unit could assign a vote by proxy to someone else that would be present or to another person. There are several unions that represent multiple bargaining units within this committee.

Dave Teeter explained that it is tough to cast your vote prior to the meeting as you miss the discussion at the meeting. Or would you be giving your proxy vote to another person. Chantalise explained that the person would have to trust someone to have your vote. Chantalise reported that the NICET units at TC3 would prefer proxy voting. George Apgar was in favor of the proxy voting. The designation of the proxy should be done in writing (email is ok.) Quorum present was discussed for having a vote.

Betty Conger suggested 2/3 or 3/4 of the group to make quorum, but only simple majority to pass a motion. Schelley asked for clarification asked if the labor representatives have been notified. The actual number of the size of the committee was discussed. It was determined that there are 13 members and 22 labor units. There is still the need to make sure we get a contact person for each unit.

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The proxy would allow municipalities and the units to send a designee to attend the meeting if the main representative can't attend. Dave Teeter asked if the proxy vote was a disincentive to not attend the meetings. Chantalise DeMarco said that it is a means of giving some units a chance to vote. There was also concern that less municipal representatives would attend. Greg Stevenson asked if there should be some x number of each side so that one doesn't overwhelm the other. This would also encourage attendance by both sides.

Summary: Proxy in writing provided to the chair by the start of the meeting. Anyone can have an alternate or designee attend for them. Roll call vote with a grid would be necessary to track the votes or paper ballot. Quorum to take action at a meeting would be 2/3 of the total 35 members, equaling 24. Using simple majority of quorum to pass a motion it would require 13 affirmative votes. This would not be 2/3 present at the meeting, but those present plus paper proxy would make up the quorum and vote.

Greg Stevenson suggested a proxy form that could be used, in place of just an email. The paper votes should be kept and included as part of the minutes.

Chantalise asked for a motion regarding establishing quorum for the meeting.

I move that we require 2/3's of member votes as a quorum.

Moved: Schelley Michell-Nunn Seconded: Mary Mills Vote: Unanimously Approved

Roberts Rules of Order specify that a vote passes if there is a simple majority affirming the vote.

I move that we accept the Joint Committee on Plan Structure and Design Standing Rules be accepted as amended. Moved: Betty Conger Seconded by Mary Mills Vote: Unanimously Approved

## **5. Review of Board Action related to the Joint Committee**

### **a. Approval to submit Joint Committee Recommendation with Application to NYS Insurance Department**

Resolution passed at the Board of Directors meeting was shared with the committee. No additional discussion.

### **b. Chair encouraged municipal board reps to allow release time for Joint Committee attendance**

Chantalise DeMarco explained that Don Barber, Chair GTCMHIC, encouraged all the municipalities to allow for paid relieve time for the bargaining unit representatives to come to this meeting. It is up to those municipalities to make that happen, so we want to piggy back on that. We really appreciate his support and would hope that the municipalities would work toward getting bodies here.

Understanding, that during certain times of the year it may be harder. Margaret Lloyd stated that the unit representatives should ask to attend and not assume they will be assigned.

### **c. Request that Joint Committee consider issue of a Wellness Benefit**

Margaret Lloyd explained that this came up from the GTCMHIC in regard to the Village of Dryden. This benefit provided for a reimbursement for gym membership or other wellness activities. The committee needs more information on the benefit offered before it could be worked on by the committee. Mary Mills asked if it would be an ancillary benefit, so it could be selected by those that want it. Chantalise explained that this was part of the Village of Dryden plan that was not known of.

## **7. Comments about the Recent Plan Implementation**

Chantalise DeMarco asked for comments on the roll out of the implementation. Dave Teeter asked if anyone has received a copy of the Plan Documents yet from Excellus. Dave Teeter thought he had received it, but it

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was the Dental plan. Schelley Michell-Nunn explained that there were several issues that the City went over with Excellus last week and now have corrected. The issues with Medco have been able to be fixed online. Some municipalities are still having difficulties being able to access the Medco website. Cayuga Heights is still waiting for access to Medco's online program. Mary Mills still doesn't have a card yet from Excellus, but she is in the system. George Apgar explained that when he called Excellus he was told it would take 2-3 months to get the plan document. George Apgar asked if there was an update on the Medco contract. Brooke Kominos went over some of the issues that she has been working on due to the dual transition.

#### **8. Other Issues?**

No other issues rose.

At the next meeting, Chantalise DeMarco had a medication issue to discuss and we have the wellness plan to discuss further. It seemed that there was interest by all in holding a monthly meeting for the next few months. It was decided to hold the future meetings at the Old Jail and continue with the first Thursday from 12-2 pm.

There was discussion about the need to get someone taking on the administration function for the Consortium. Greg Stevenson wanted to express concern that there aren't current minutes on the website for the past Board of Directors meetings or Joint Committee. Since the inception the website is not current and it should be stressed to bring it back up.

Moved to adjourn: Betty Conger

Seconded: Mary Mills

Meeting adjourned at 1:39 pm

**Next meeting: Thursday, March 3<sup>rd</sup> from Noon – 2pm in the Old Jail Conference Room**

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# Joint Committee on Plan Structure and Design

## ~~BY LAWS~~ Standing Rules

1. The Joint Committee will consist of one representative from each bargaining unit with enrollees covered by the Consortium plans and one representative from each of the participating municipalities.
2. The purpose of the Joint Committee will be to review all prospective actions in connection with the benefit structure and design of the plans offered by the consortium in order to develop findings and make recommendations to the Board with regard to such actions. Joint Committee may also investigate and develop proposals for changes to plan structure and design for Board consideration.
3. The Joint Committee will review benefits; investigate creative program designs for optimal use of resources; request reports from the BOD regarding use of benefits, UCR changes and potential cost increases; compare benefits and costs about any carrier change and gather information about benefits, service levels, and related program costs.
4. The Joint Committee will present their findings and recommendations with respect to benefit structure and design issues to the Consortium Board through the Committee Chair who will be a Director on the governing Board of the Consortium. Any proposed change to plan benefit structure or design must be reviewed and a recommendation issued by the Joint Committee prior to being brought to the Consortium Board of Directors for board action. A copy of the recommendation will be attached to any request submitted to the NYS Insurance Department.
5. All Joint Committee decisions shall be made by a simple majority vote ~~(of a quorum of 2/3's of the members votes) or (of members present)~~. Members may send a proxy vote or a designee to the meeting. Proxy votes must be submitted in written form to the Chair prior to the start of the meeting.
6. The Joint Committee Chairperson will be (elected/chosen) by the members of the Committee and must be a union representative on the Joint Committee. The Vice-Chairperson of the Committee will also be (elected/chosen) by the Joint Committee and must be a representative from one of the participating municipalities.
7. The Union Members on the Joint Committee shall select from among the Union Members an individual to serve as an additional at-large voting Labor Member on the Board of Directors of the Consortium. If the number of municipal members on the Consortium rises to seventeen (17), the union members of the Joint Committee shall select from among the Union Members an additional at-large voting Labor Member on the Board of Directors of the Consortium. The at-large voting Labor Member(s) along with the Joint Committee Chair shall collectively be the "Labor Representatives" as described in Section C(11) of the Municipal Cooperative Agreement.

8. Bargaining unit representatives will be the president of each bargaining unit or that persons' designee from the unit. Management representatives will be appointed by the governing body of each participating municipality. (so the term of appointments will vary according to the pleasure of the appointing authority).
9. The Joint Committee will meet bi-monthly, or as determined by the Chair and Vice-Chair of the Committee. Meetings will generally be scheduled on the first Thursday of the month from noon to 2 pm. Future meeting dates and times will be reflected on the agenda of each meeting.
10. The designated staff support person to the Joint Committee will be responsible for distributing agendas and handouts, scheduling meetings, taking notes, creating draft minutes and posting materials on the GTCMHIC website.

Approved by the Joint Committee: February 3, 2011

## **Administrative Clerk – Consortium ~revised 2/25/11~**

This is a part-time position located in Ithaca, NY. The incumbent will work with the Greater Tompkins County Health Insurance Consortium to schedule meetings, prepare agendas, coordinate material distribution, prepare minutes and more. Required: strong meeting coordination skills; concise minute-taking experience; proficiency in word processing; and highly organized. Experience with updating and modifying web page information is desirable. All consortium meetings are held in Ithaca, NY. The position averages 5-10 hours per week. Although there is some flexibility in scheduling, a certain amount of evening work is required. The position pays \$17/hour with no benefits.

Please send a cover letter and résumé to: Locey & Cahill, LLC, 120 Walton Street, Syracuse, NY 13202-1180. No phone calls, please.

The time line for filling this position is as follows:

Mar. 9<sup>th</sup> resumes due

Mar. 21<sup>st</sup>-25<sup>th</sup> interviews

Apr. 4<sup>th</sup> work begins

### **Administrative Clerk- Greater Tompkins County Municipal Health Insurance Consortium**

This position reports directly to the Chair of the Consortium

- o Take, prepare, and distribute Board, Advisory Committee, and Planning Committee minutes
- o Work with Board/committee chairs to prepare meeting agenda and collect materials for agenda packet
- o Send out meeting notices
- o Serves as point of contacts for all communications
- o Maintain a schedule of critical events to remind Board/Committee Chairs of actions that must be taken and when those actions are required
- o Meeting preparation with Chairs
- o Prepare resolutions
- o Maintain records, including responding to requests for records
- o Coordinate improvements to website
- o Upload critical information onto the website on a timely basis
- o Coordinate the preparation and distribution of RFPs
- o Coordinate development and/or execution of contracts
- o Serve as point of contact for all communications
- o Follow through to complete communications requests, coordinate responses
- o Undertake any "mass mailings" to employees and retirees as required by the Consortium.