



Municipalities building a  
stable insurance future.

125 East Court Street  
Ithaca, NY 14850  
607-274-5590  
INFO: [HinsConсор@tompkins-co.org](mailto:HinsConсор@tompkins-co.org)  
[www.tompkins-co.org](http://www.tompkins-co.org)

---

---

## AGENDA

### Joint Committee on Plan Structure and Design

May 5, 2011 – 9 a.m.

Old Jail Conference Room

1. Welcome
2. Approval of Minutes:
  - January 6, 2011
  - February 3, 2011
  - March 3, 2011
  - April 7, 2011
3. Discussion: Medicare Supplement
4. Discussion: 2-Person Category
5. Adoption of Proxy Form
6. Adoption of Bylaws

Next meeting: June 2, 2011

**GREATER**

**TOMPKINS COUNTY MUNICIPAL  
HEALTH INSURANCE CONSORTIUM**

Municipalities building a  
stable insurance future.

125 East Court Street  
Ithaca, NY 14850  
607-274-5590

INFO: [HinsConсор@tompkins-co.org](mailto:HinsConсор@tompkins-co.org)  
[www.tompkins-co.org](http://www.tompkins-co.org)

---

---

## MINUTES

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

January 6, 2011

County Library

Agenda \*\*\*\*

draft

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 - Chantalse DeMarco, President; Ithaca Professional Fire Fighters Assoc –  
George Apgar and Dave Teeter, 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- Jed 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 employee will be taking over as staff support for the Consortium.

---

**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 Ulysses ~ Village of Cayuga Heights ~ Village of Dryden ~ Village of Groton ~ Village of Trumansburg

---

---

2-1

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 BO D.

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 RFP'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.

**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 Ulysses ~ Village of Cayuga Heights ~ Village of Dryden ~ Village of Groton ~ Village of Trumansburg

2-2

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. the 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.

**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 Ulysses ~ Village of Cayuga Heights ~ Village of Dryden ~ Village of Groton ~ Village of Trumansburg

2-3

7) Chair voting as Director: language should be the same as language from AMC Section 5-k.  
Moved: Chantalise 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

---

**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 Ulysses ~ Village of Cayuga Heights ~ Village of Dryden ~ Village of Groton ~ Village of Trumansburg

---

2-4

**GREATER**

**TOMPKINS COUNTY MUNICIPAL  
HEALTH INSURANCE CONSORTIUM**

Municipalities building a  
stable insurance future.

125 East Court Street  
Ithaca, NY 14850  
607-274-5590

INFO: [HinsConсор@tomпkins-co.org](mailto:HinsConсор@tomпkins-co.org)  
[www.tomпkins-co.org](http://www.tomпkins-co.org)

---

---

## 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 - Chantalise DeMarco, President; Ithaca Professional Fire Fighters Assoc –George Apgar, Ithaca Area Fire Fighters #737-Greg Stevenson and Dave Teeter, Ithaca Town – DPW Teamsters- 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, Town of Caroline, Town of Dryden

#### ***In attendance:***

TC3 – Sharon Dovi, Human Resources Manager

---

##### **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 Ulysses ~ Village of Cayuga Heights ~ Village of Dryden ~ Village of Groton ~ Village of Trumansburg

2-5

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

Called to order by Chantalse 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 Shawley. 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

Chantalse 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 Chantalse 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

Chantalse 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. Chantalse explained that the person would have to trust someone to have your vote. Chantalse 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.

2-6

---

#### 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 Ulysses ~ Village of Cayuga Heights ~ Village of Dryden ~ Village of Groton ~ Village of Trumansburg

---

---

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

---

### 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 Ulysses ~ Village of Cayuga Heights ~ Village of Dryden ~ Village of Groton ~ Village of Trumansburg

2-7

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**

---

**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 Ulysses ~ Village of Cayuga Heights ~ Village of Dryden ~ Village of Groton ~ Village of Trumansburg

---

---

2-8

**GREATER**

**TOMPKINS COUNTY MUNICIPAL  
HEALTH INSURANCE CONSORTIUM**

Municipalities building a  
stable insurance future.

125 East Court Street  
Ithaca, NY 14850  
607-274-5590

INFO: [HinsConсор@tomпkins-co.org](mailto:HinsConсор@tomпkins-co.org)  
[www.tomпkins-co.org](http://www.tomпkins-co.org)

---

---

## MINUTES

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

March 3, 2011

Old Jail Conference Room

#### Agenda

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

draft

#### ***Present:***

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

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

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

County White Collar -CSEA - Chantalise DeMarco, President; Ithaca Professional Fire Fighters Assoc and Ithaca Area Fire Fighters #737 –George Apgar, President, Ithaca Town – DPW Teamsters- John Licitra, Shop Steward, TC3 Prof. Admin. Assoc. –Darlene Flynn, President

#### ***Others in attendance:***

Ithaca Area Fire Fighters #737-Greg Stevenson and Dave Teeter

Locey & Cahill – Steve Locey

TC3 – Sharon Dovi, Human Resources Manager

CSEA – Margaret Lloyd, Health Benefits Specialist

CNYMSS- Jed Constantz

Jay Stetson

Called to order by Chantalise DeMarco, Chair, Board of Directors, at 12:15 pm

---

---

#### **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 Ulysses ~ Village of Cayuga Heights ~ Village of Dryden ~ Village of Groton ~ Village of Trumansburg

---

---

2-9

## 1. Welcome/Introductions

Meeting started without a quorum, but did go around the room for introductions.

## 2. Minutes from 1/6/11 and 2/3/11

Don- typo – 1/6/11 minutes - #7 change AMC to MCA (Municipal Cooperative Agreement.)

2/3/11 minutes – follow up on the minutes: the issue about the website concerns is tied to not having an administrative person. – Benefit Plans that were not transmitted to Municipalities- have now been sent out.

Correct typos raised by Chantalise and Margaret. Change NICET to NYSUT (NYS United Teachers)

## 3. Review final Joint Committee Guidelines....may need to rename them.

Chantalise did report that the rules do need to be named as By-Laws. No further action needed.

## 4. Review of Board Action relevant to Joint Committee:

### a. Administrative Clerk posting

Chantalise reported that the BOD met last Thursday and did approve the advertising of an Administrative Clerk position. Don went over the schedule for filling the position. It won't be filled until probably early April. The interview committee is still being worked out.

### b. Charge to Joint Committee to develop Wellness Plan recommendation

The Board will continue to discuss this topic.

### c. Resolution asking for amendments to Art 47 of the NYS Insurance Law

The resolution was sent out to Albany.

### i. T. Virgil interested in the Consortium

Don reported that he spoke with the Town Supervisor of the Town of Virgil about questions about the plans and whether they could join the Consortium. The discussion is continuing, but is still in the very preliminary discussion phase. The BOD has not decided whether they want to add another plan or not. There would need to be an evaluation of the entity and whether it is a good fit with our current entities.

## 5. Discussion with Steve Locey regarding plan development, steps to creating a new benefit plan

Steve went over the process regarding plan development and how this committee is involved. A Summary Plan Document will be created that lists all the current plans that are being offered by the Consortium with associated premium equivalent rates. This committee would review requests for additional plans or create new ideas for plan designs.

There are steps that would need to be done before a new plan could be offered.

- Joint Committee would create/review plan ideas and make a recommendation to the BOD.
- The plan would need to be evaluated to make sure our TPA (health or drug) can administer the plan.
- The plan document -certificate would need to be created.
- The BOD would consider any new plan after receipt of a referral from the Joint Committee.

---

### 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 Ulysses ~ Village of Cayuga Heights ~ Village of Dryden ~ Village of Groton ~ Village of Trumansburg

---

---

2-10

- The final plan would need to be reviewed and approved of by the NYSID for law compliance. {A simple change, office co-pay or drug rider co-pay change wouldn't need to be reviewed by the NYSID before it is offered.}
- The BOD would need to approve the plan and establish a premium equivalent rate for it.
- The BOD would then be able to list the plan and it would be available for collective bargaining.

The entire process can be a lengthy process moving from idea to implementation, and then worked through collective bargaining. 2-3 month window from committee recommendation through approval by the BOD before the plan would be available. Some of the processes would be worked on simultaneously to save time. The NYSID would need 30 days to review the plan language. Consultant would need 2-3 weeks to develop a premium equivalent rate for the plan. Steve went over the differences from small groups versus large groups working with Excellus when they want to make a plan design change.

Dave asked if ideas need to be brought up by early summer for it to be effective for January 1<sup>st</sup> effective. Yes, and Steve further clarified that these would be items under the self insured health insurance. If it is an insured product we wouldn't need to go through the same process. Insured products like the ancillary benefits are already approved of by the NYSID. Wellness plan would not need to go through this lengthy process.

George asked about changes due by July for January. Don responded that the premiums would need to be determined and in line with the budget process. The sooner the better, so there is time for implementation.

Dave asked about adding something about this time frame into the by-laws. There wasn't support to put anything regarding this timeframe in the By-Laws. However, Steve stated that he would put the time line in the memo that they are developing for the process. Committee felt that was a good resolve to the question as the memo could be included in the minutes for future reference.

Jed asked about the Patient Protection and Affordable Care Act and what affect that had on this group. Steve explained that the NYSID mandated that the new mandates be added to these plans, as they don't meet the Grandfather clause. Steve explained some of the changes due to the Health Care Reform Act. This resulted in some benefit enhancements being added to the plans –i.e.: preventive appointments for adults. Dave asked if they would be repealed if the law is repealed. Steve did not think so, since some were feel good changes that wouldn't be taken out if repeal happens.

## **6. Discussion with Jed Constantz from the Cayuga Area Physicians Alliance on Wellness programs**

Jed went over the Cornell Program for Healthy Living and passed around an improvement strategy. In 2008 there was education with the local providers about changing the way care is viewed so that it is based on a 5 digit procedure code. This is a true wellness – preventive philosophy. Awareness is one side- which does not involve the physician. The new reform put a focus and target on the claims data. The goal would be to put more information in front of the primary care provider for that patient, so an educated discussion and plan could occur. The three focuses would be on stress, diet and exercise. This would improve direct recommendations for EAP services. Jed reviewed the Medicare funding process, which is how medical exams are traditionally provided. Payment is only received for the service if they find something wrong with the patient and more money if they find a lot of things wrong with the

---

### **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 Ulysses ~ Village of Cayuga Heights ~ Village of Dryden ~ Village of Groton ~ Village of Trumansburg

---

2-11

patient. It is a financial incentive to keep patients sick. This new system pays the first dollar of coverage for a more meaningful relationship with the Doctor and the staff at the Doctor's office. Chantalise asked if the reporting back of information to the primary care provider is required. Jed explained that there are patients that don't want to share information with their primary. There is a concern then with the patient – physician relationship. The goal is to manage the population 1 patient at a time. Jed listed 14 practices that they are already starting to work with in the area. Other practices can be added as work continues with Cornell. Jed spoke of the National Committee for Quality Assurance (NCQA) and patient center medical homes. The idea is that the Primary Care practice would be the host of all medical information on that patient. NCQA created 9 standards that must be met for a group to qualify. Family Medicine Associates, Dryden Family Medicine & Cayuga Family Medicine are already qualified. Chantalise stated that many employees commute into this area, so they may not use the Cayuga Area physicians, so work would need to occur outside the area too. Jed went over the fact that most of the time patients forget most of what the physician has said by the time they leave the office. The idea is to allow the physician more time to get to know the patient better and discuss the care.

Jed also discussed Wellness Fairs and that they could change to meet the needs better for those that need awareness – i.e.: diabetes. Asthma, ADHD and Well child visits are focus areas. Jed explained the audit process of 36 patients – random chart audit, which is tied to being a qualified provider.

Chantalise asked if we could ask the TPA for information on certain CPT codes that deal with wellness. Jed explained that since the plans offer the benefit, what you want to know is what percentage of the time are the physicians seeing patients in a wellness type of environment. Steve L. explained that they have to bill out under a CPT to get the visit paid for. If you went in for a wellness-routine visit then the visit wouldn't get paid for the way they can be now with the new law. Group talked about diagnostic codes and which ones the physician will get paid for.

Dave asked about the confidentiality about the information. Jed explained that the information is just data and tied to the provider not the patient. Steve asked about how you prevent a provider from requesting too many MRI's –for example. Jed spoke on how the billing and margin needs to be addressed, so the incentive for the provider changes. Need to changes environment that the reliance is on the sick for their profit. Profit and overhead should be added to the bill separately, and not buried in the procedure code cost. Move to a more accountable care focus.

Don asked about the cost to Cornell for the Healthy Living benefit. Jed explained that it reduced spending on each patient, so there was savings for Cornell. Visits are all done through the primary care provider, so there were no additional costs. In Cornell's plan they have to pick a primary care physician. This model wouldn't be recommended for the Consortium. The reliance on paid claims information would be used instead, so you can see how well the providers are doing. CMC would be willing to share their reports to see how this information can make a difference. Jed will be setting up a meeting (early April) with Dr. Moore about how well this is working at the CMC. The initial visit requires the provider to provide a list of PCT procedures to fully comply with the program. Dave asked for the list of physician that Jed is working with. Jed referred to the NCQA website, but will also send the local providers.

Steve asked about the higher end of specialty care- clinical specialist. Jed went over the process to have the information going between providers. This would allow the specialist to review the chart without having the patient in the office, the way it is now required for the specialist to get paid. Smoking

2-12

---

**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 Ulysses ~ Village of Cayuga Heights ~ Village of Dryden ~ Village of Groton ~ Village of Trumansburg

---

---

cessation programs were discussed. The process is to look at the stress that causes the smoking in the first place. Steve was concerned about the pot of money and keeping the premium rates down.

### **7. Review of EBF Dental Plan efforts to expand the network in Tompkins County**

Margaret reported that she has been meeting with Chuck Guild, CSEA Employee Benefit Fund (EBF.) One of the concerns is that the provider listing for the dental plan is not very extensive for this area. Margaret explained that the EBF has agreed to allow the dentist in Tompkins County to participate in the network at 100% for just the Dutchess Plan level. Typically the dentist would have to take all the plans and not just the highest plan. Don and Chuck have both contacted the dentist in Tompkins County and specifically to the Teamsters plan dentist in the area. The goal is to get as many dentists to participate as possible for the Consortium. Employees can ask their dentist to participate and give them the letter Margaret passed around.

Margaret provided a side by side prepared by Chuck comparing Town of Ithaca's Guardian Plan versus CSEA EBF plan. Judy explained that the Town would like to change, but not enough time was provided in November to make that decision. The issue also involved the composite rate versus an Individual –Family rate, since employees pay 100% for the benefit. Composite rate is one rate no matter if you are individual or family, which makes it closer to a family rate.

### **8. Other**

Don explained more about the Strategic Planning Committee that the Board approved of getting set up. Don stated that there may be some overlap with this committee –wellness programs. Should there be some formal representative from this committee to serve on that committee. They will be looking at more global topics for the Board of Directors. That committee would look at legislative changes and how medical benefits are provided in the community. CMC, Cornell, BOCES-school districts among others would be invited to participate. The committee members were interested in having an assigned person to serve on that committee. Darlene volunteered to be the liaison from this committee.

Don also expressed concern about having quorum and being able for this committee to reach a quorum. Items on the agenda that need a vote should be indicated as so. There needs to be 24 votes out of 35 to reach a quorum. Some work still needs to be done on getting proxy votes in writing.

Dave asked if the letter passed by the BOD urging changes to Article 47 was sent to the legislatures-Yes. Dave asked if the letter would change the structure of how this Consortium was formed. Don explained that the Consortium already has an established governance structure, that wouldn't be changed by any law change. The recommendations were for other new groups wanting to form under Article 47. Discussion pursued how the process of how changes would occur to the Consortium's current Municipal Cooperative Agreement. The intent for the law changes is for better clarification on the how the union participation requirement is defined, as the current language is not helpful to either side.

George asked about any updates on the Medco contract. Steve reported that it is still in legal. No issued raised about claims not getting paid, because the contract hasn't been signed yet.

**Next meeting: Thursday, April 7, 2011 from Noon – 2pm in the Old Jail Conference Room**

Moved to adjourn: Judy Drake Seconded: John Licitra Meeting adjourned at 1:50 pm.

---

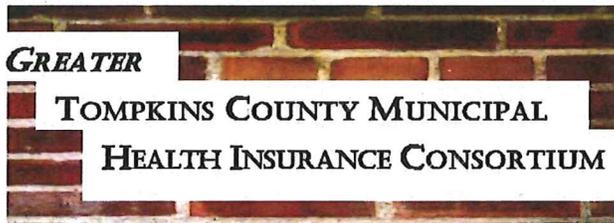
#### **Consortium Members:**

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 Ulysses ~ Village of Cayuga Heights ~ Village of Dryden ~ Village of Groton ~ Village of Trumansburg

---

---

2-13



Municipalities building a  
stable insurance future.

125 East Court Street  
Ithaca, NY 14850  
607-274-5590  
INFO: [HinsConсор@tompkins-co.org](mailto:HinsConсор@tompkins-co.org)  
[www.tompkins-co.org](http://www.tompkins-co.org)

---

---

## MINUTES

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

April 7, 2011

Old Jail Conference Room

#### Agenda

draft

1. Welcome
2. Minutes from January, February and March Meetings
3. Feedback on use of Proxy Form
4. Administrative Clerk to the Consortium
5. Wellness Programs
  - a. Cornell Program for Healthy Living
  - b. Excellus Healthy Rewards Program
  - c. Others
6. Other Issues?

#### ***Present:***

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

City of Ithaca – Steve Thayer, Town of Ithaca - Judy Drake, Town of Caroline- Don Barber, Village of Cayuga Heights – Mary Mills, Village of Groton- Betty Conger , Town of Dryden – Brian Mc Ilroy

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

County White Collar -CSEA - Chantalise DeMarco, President; Ithaca Professional Fire Fighters Assoc and Ithaca Area Fire Fighters #737 –George Apgar, President; TC3 Prof. Admin. Assoc. –Darlene Flynn, President; County Blue Collar-CSEA- Chris Parker, President; Ithaca City Admin. Unit- Michael Thomas, President; (later in meeting – Town of Ithaca Teamsters – John Licitra, Shop Steward)

##### ***Others in attendance:***

Ithaca Area Fire Fighters #737-Greg Stevenson, TC3 – Sharon Dovi, Human Resources Manager, CSEA – Margaret Lloyd, Health Benefits Specialist

#### **1. Welcome**

Called to order by Chantalise DeMarco, Chair, Board of Directors, at 12:10 pm

#### **2. Minutes from January, February and March Meetings**

There was not a quorum again so the minutes were tabled to a meeting when there is a quorum. Chantalise does have a Proxy from Mary Portzline, TC3 Unit, but that only brings us to 11 out of the necessary 24. In the future the minutes will not include those absent. The group discussed issues around the lack of quorum for the 4<sup>th</sup>

---

#### **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 Ulysses ~ Village of Cayuga Heights ~ Village of Dryden ~ Village of Groton ~ Village of Trumansburg

---

---

2-14

meeting in a row. It was suggested to send an email to see if a different time of day would be better as lunch seems to be inconvenient. Switching to a morning or late afternoon time would work better.

### 3. Feedback on use of Proxy Form

The proxy form should have a place to indicate the bargaining unit / municipality they are representing. The form should also include a fax to or send to line.

### 4. Administrative Clerk to the Consortium

Don reported that an administrative person for the Consortium has been hired (Michelle Pottorff.) Michelle also works for Tompkins County and also works with the TCCOG board. Michelle has short hand experience and also has web experience. This will allow the Consortium to start looking at creating our own website.

### 5. Wellness Programs

Margaret talked about the discussion from last meeting with Jed regarding centers for Family Medical Care Homes. Jed Constantz is no longer working for Cayuga Area Physicians Association so he could pursue his own consulting interests.

#### a. Cornell Program for Healthy Living

This type of program would require Excellus to underwrite if we wanted to pursue it. We could also look at this further and also the more traditional style wellness plans. The next step would be to discuss further with someone like Jed. (Steve Locey will attend when requested only.) Don explained that he asked Jed for backup documents or data that would show that there is a cost savings with these types of programs. The codes already exist, so the Consortium would need to establish the policy to pay for the procedure codes. It has a chance to work in the Ithaca area as there is only one hospital and there is a large physician network working with Cornell. Medco is also pushing the idea too. The hope is that there will be more global work on the topic.

#### b. Excellus Healthy Rewards Program

This program would be a rider added to a plan. Margaret has made an inquiry to Excellus in regard to the Consortium being able to add it as a rider to their plans. The program is set up with the participant earning points by doing fitness related activities, which makes them eligible for dollar points for a debit card -500 points. Points would be earned for membership participation, completing smoking cessation plan, and attending fitness or weight loss programs. The card can then be used to buy fitness equipment or membership. This program is individually motivated, versus a plan structure incorporated program. Village of Dryden had this kind of program with a \$300 incentive. Village of Groton has a separate program where the employee can participate at the Groton Fitness Club and the Village pays for the membership, if they show attendance records. Town of Ithaca reimburses for \$250 per person per year for fitness related programs, with no proof of attendance required. The County has a reimbursement of \$75 for a 6 month program, which requires proof of attendance. TC3 has \$80 over 4 months, which requires proof of attendance. Gym membership was the popular piece of most of the wellness programs already being offered.

The County, TC3 and the Town of Ithaca also put on wellness and benefit fairs. The idea of working on a consortium wide wellness fair was raised with interest by the group. This can be raised at the Board level to see what interest there is. A central location may be difficult.

Don talked about the meeting with the medical provider group and other employers, is still being planned.

#### c. Others

Margaret also handed out information as to what AFSCME offers for educational purposes.

---

#### 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 Ulysses ~ Village of Cayuga Heights ~ Village of Dryden ~ Village of Groton ~ Village of Trumansburg

---

---

2-15

## 6. Other Issues?

George asked if the Medco contract has been signed yet. Don reported that it hasn't. George raised concerns about a difference in what the plan use to allow and how it is different than what was received in the plan documents (90 days versus 102 days.) Don explained that the contract with Medco doesn't deal with each of the plans, but more on the administration work.

Greg suggested that the email to encourage attendance should include what numbers are needed for a quorum and that the proxy form is available.

Brian asked about the Vision Ancillary benefit plan. The Teamster's benefit was greater than the current benefit, even though it is the same vendor. Steve Locey is looking in to the issue for them.

Brian asked about others that are signed up for the Life and LTD coverage. Mary stated that VCH hasn't switched over yet.

Brian raised concerns with trying to access the Medco site for his group.

The next meeting will still be on May 5<sup>th</sup>, but the time may be different.

**Next meeting: Thursday, May 5, 2011 from ??? in the Old Jail Conference Room**

Moved to adjourn: Betty      Seconded: Judy      Meeting adjourned at 12:50 pm.

2-16

---

### 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 Ulysses ~ Village of Cayuga Heights ~ Village of Dryden ~ Village of Groton ~ Village of Trumansburg

---

---

**Proxy Vote Authorization**  
for the  
Joint Committee on Plan Structure and Design  
of the  
Greater Tompkins County Municipal Health Insurance Consortium

I, \_\_\_\_\_, as the designated representative from the  
\_\_\_\_\_ (bargaining unit or municipality) to the

Joint Committee of Plan Structure and Design of the GTCMHIC, appoint

\_\_\_\_\_ as my proxy with full power of substitution, to vote on my behalf with respect to all matters that may properly come before the Committee at the \_\_\_\_\_ meeting, to the same extent and with the same powers that I would be entitled if personally present.

\_\_\_\_\_  
Committee Member Signature

\_\_\_\_\_  
Date

5-1

draft 1/6/11

## Joint Committee on Plan Structure and Design

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 Board 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.
3. The Joint Committee will: be involved in reviewing benefits; investigate creative program designs for optimal use of resources; receive (quarterly ) reports regarding use of benefits, UCR changes, and potential cost increases; compare benefits and costs about any carrier change; 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 approved by the Joint Committee prior to being brought to the Consortium Board of Directors for consideration.
5. All Joint Committee decisions shall be by a majority vote (of a quorum of the members) or (of members present).
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 Joint Committee Chairperson will serve as a voting Director on the Consortium Board of Directors, representing the unions. The Joint Committee will also (elect/choose) from among the union representatives on the Committee one more voting Director to the Board of the Consortium to represent the unions. If the number of participating municipalities in the Consortium increases to 17, there may be an opportunity for the Joint Committee to (elect/choose) one more voting Director to the Board from among the union representatives on the Committee to represent the unions, for a possible total of 3 voting Directors on the Consortium Board to represent the unions.

6-1

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 respective elected leader 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 (quarterly, bi-monthly, or as determined by the Chair and Vice-Chair of the Committee). Meetings will generally be scheduled (on the first Thursday of a month from 1pm to 3 pm). Paid release time will be granted to both union and municipal representatives to attend Joint Committee meetings. Future meeting dates and times will be reflected on the agenda of each meeting.
10. The County representative (or some other appropriate person) on 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.

W-2