

**GREATER**

**TOMPKINS COUNTY MUNICIPAL  
HEALTH INSURANCE CONSORTIUM**

Municipalities building a  
stable insurance future.

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## MINUTES

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

Approved 8-4-11

January 6, 2011

County Library

Agenda \*\*\*\*\*

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 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.

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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 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.

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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. 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.

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- 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

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