



## Greater Tompkins County Municipal Health Insurance Consortium

P.O. Box 7 • Ithaca, New York 14851 • (607) 274-5590

Headquarters: 215 N. Tioga Street, Ithaca, NY 14850

[www.healthconsortium.net](http://www.healthconsortium.net) • [consortium@tompkins-co.org](mailto:consortium@tompkins-co.org)

*"Individually and collectively we invest in realizing high quality, affordable, dependable health insurance."*

### Nominations & Engagement Committee Meeting Agenda

**July 12, 2021 – 3:30 PM**

Location: Remote by Zoom (see [website](#) for Satellite Locations)

1. Call to Order Ed Fairbrother
2. Changes to the Agenda
3. Minutes Approval – June 14, 2021
4. Executive Director June Report Elin Dowd
  - a) Strategic Planning Poll
  - b) Open Meetings Law Compliance
  - c) Draft Term Limit Proposal
5. Discussion on the following topics: Elin Dowd
  - a) August Board Meeting Agenda
6. Future agenda topics
  - a) 2022 Officer Positions
7. Adjourn

Next Meeting: August 16, 2021

**Minutes - DRAFT**  
**Nominations and Engagement Committee**  
**June 14, 2021 – 3:30 p.m.**  
**Remote Meeting by Zoom**

Present: Ed Fairbrother, Gary Mutchler, Terrance Baxter, Nancy Webster  
Absent: Laura Shawley  
Staff/Guests: Elin Dowd, Executive Director; Don Barber, Consultant; Michelle Cocco, Clerk of the Board; Judy Drake, Chair of the Board

**Call to Order**

Mr. Fairbrother, Chair, called the 3:30 p.m.

**Approval of Minutes of May 17, 2021**

It was MOVED by Mr. Baxter, seconded by Mr. Mutchler, and unanimously adopted by voice vote by members present, to approve the minutes of May 17, 2021 as submitted. MINUTES APPROVED.

**Changes to the Agenda**

There were no changes to the agenda.

**Executive Director Report**

Strategic Planning Poll

Ms. Dowd said as work begins on strategic planning she will be asking members of committees what they think the Consortium does well. At this time a poll of members was initiated and resulted in the following responses: good job with financial management, transparency, balancing the needs of employees and organizations, keeping labor and management engaged, and being active with claims issues. Ms. Dowd said going forward the Consortium will continue to build on its strengths and will continue to perform at that level.

Open Meetings Law Compliance

Ms. Dowd raised the question of how the Consortium will continue to keep members engaged coming out of a pandemic. The Consortium continues to follow the Open Meetings Law and the rules that allow meetings to be held remotely as some of the stricter meeting rules are waived. Those rules have been extended through July 5 and the Consortium awaits further direction from the State on how it can continue to offer a hybrid model that includes remote meetings. It is unknown at this time whether Tompkins Cortland Community College will be available for meetings; however, there are aspects that need to be considered for any location that is considered for meetings. Those aspects include equipment and technology, and possibly staffing from the location. Ms. Dowd asked members how they will be managing this at their municipalities going forward.

Mr. Baxter said the Town of Moravia is looking at opening its meetings back up. They have a couple of employees who have chosen not to be vaccinated and will likely be required to wear a mask. The Town is in the process of opening a new Town Hall that will have a capacity of approximately 80. He commented that he supports moving Consortium meetings around the area.

Mr. Fairbrother said the Town of Big Flats has resumed in-person meetings; however, the Community Center has not yet reopened. They are also looking into technology to allow the ability for persons to attend remotely. The Big Flats Town Hall has a capacity of 45 persons. Unvaccinated individuals are required to wear a mask.

Ms. Drake said this evening the Town of Ithaca will hold its first hybrid meeting with technology that has been added to the Town's Board Room. The Town has been open and has rules in place for unvaccinated individuals.

Mr. Mutchler said the Town has resumed in-person meetings in its small meeting space with unvaccinated individuals being asked to wear masks.

Ms. Webster said although the front desk at the Tompkins County Recycling and Solid Waste Center where she works has been open with different degrees of masks and social distancing requirements, meetings at Tompkins County continue to be held remotely.

#### Term Limits

Ms. Dowd said she has been speaking to consultants about their experiences with other groups that have term limits. While there are no other Consortiums like this one, there are other organizations that have term limits in place to make sure that new incumbents have the opportunity to get involved. She said the Municipal Cooperative Agreement states that the Consortium will elect officers annually and has a process of appointing and reappointing committee membership; however, there currently are no term limits in place. She asked members for feedback on instituting term limits.

Mr. Mutchler said the Town of Scipio has difficulty getting people to serve; therefore, term limits may be problematic. Mr. Fairbrother said the Town of Big Flats has also had difficulty getting people to get involved and make a time commitment. However, the Town recently enacted term limits that can be waived by the Board. He favors term limits because of the role they play in inspiring new people and new ideas.

Ms. Webster said term limits make sense if there are people to fill the seats. She stressed the importance of municipalities encouraging and supporting engagement.

Mr. Barber spoke of the model used by NYMIR (New York Municipal Insurance Reciprocal) Board which is similar to the Consortium but on a larger scale. Within that structure there is a protocol by which members are elected to serve in leadership roles. He feels this protocol allows the Board to function at a higher level of engagement due to the succession plan that is in place.

Mr. Baxter suggested if term limits are put into place that there also be a waiver provision in the event a member cannot be found to fill a seat. Ms. Dowd understood this concern and said a provision could be included; however, instituting term limits would provide an opportunity to have a conversation about creating a succession plan along with a way to mentor people to move them through the ranks. She will work on drafting language to present to the Committee for consideration at its next meeting. Ms. Drake expressed support for creating opportunities for past chairs to remain involved. She also called attention to turnover that could result from municipal elections and asked that be taken into consideration.

Committee Members with Terms Expiring December 31, 2021

Ms. Dowd reviewed a list of committee seats that are expected to become vacant at year-end and reported all current Officers have expressed an interest in continuing to serve. Also, she noted the ability exists to appoint individuals to additional At-large seats on the Executive Committee. She said she has had conversations with Jim Bower, Chair of the Joint Committee on Plan Structure and Design, about recruiting additional labor Directors. Currently, six out of eight labor Director seats are filled. Ms. Drake said she prefers filling labor seats on committees with Labor Directors.

Mr. Mutchler questioned how labor representatives are chosen and what the Consortium can do to get labor more involved. Ms. Dowd explained each collective bargaining unit is entitled to one representative on the Joint Committee on Plan Structure and Design; there are also a fixed number of seats the Joint Committee selects as labor representatives on the Board of Directors. Typically, when there are little to no major benefit changes being made to plans there has been little involvement or interest by labor in attending meetings. Ms. Webster reiterated that in order for the Consortium to work there needs to be buy-in from the heads of departments and municipalities and this includes offering paid time to attend meetings. Ms. Drake said the Town of Ithaca provides one hour per month for employees to be involved in the Consortium.

Board Survey

Ms. Dowd reviewed the results from 35 of 55 Directors to the Board Survey noting most responses were very positive. Based on responses she will be working with the Chair to present information at the August Board meeting on the preliminary budget and on plan options and comparisons that include retiree options. Included in that will be a look at whether the Consortium is remaining a robust plan that employees feel is meeting their needs. The August Board meeting will be an educational and informational meeting.

With regard to how the Consortium moves forward with in-person versus holding remote meetings there was a strong feeling by Directors who responded to the Survey that members should have a choice of whether to meet in person or remotely; the second preference was for Board meetings to be held in person and committee meetings to be held by a hybrid of remote/in-person meetings. With regard to serving there were some Directors who indicated an interest in serving on a Committee; Ms. Dowd will follow-up with those Directors.

Mr. Mutchler said he feels the Zoom technology is improving and he appreciates being able to see a name attached to a person in the Zoom window.

New Membership

Ms. Dowd said there are municipalities outside of the Consortium's current geographic region that have expressed interest; however, she is waiting for a return call from an individual at the Department of Financial Services regarding the approval status of the Consortium's Certificate of Authority.

**Next Meeting Date**

The Committee will meet next on July 12<sup>th</sup>.

**Adjournment**

The meeting adjourned at 4:46 p.m.

## Executive Director Report June 2021

### Staffing

I am so excited to welcome Kylie Rodrigues to the GTCMHIC team. Kylie is our new Benefits Specialist and will be spending her time working with Benefit Clerks to help with their Consortium needs, especially problem resolution. In addition, Kylie will be building our wellness program and working on how to effectively communicate with our members and subscribers.

I am very excited about the strength of our team. Teri Apalovich is taking on several new responsibilities lessening our reliance on outside resources. Michelle Cocco continues to be a trusted and reliable asset. Most recently Michelle is working on understanding how we can serve all our members while respecting a return to traditional open meetings law. I anticipate being able to spend more time on building relationships with our membership, working on strategic initiatives and continuing to build my knowledge of plan development and program review.

### Audit and Finance Committee

The first draft of the 2022 Budget was presented at the June meeting to see how a 5% increase would work to fulfill claims needs, fund reserves, and meet our other budget requests. Obviously, our claims data is immature in June with less than half the year reported. Therefore, Steve Locey will continue to monitor that situation and provide feedback on our trends relative to our plan and the market.

Don Barber continues to research if there is a significant overlap in the HRCA tax created by the Health Care Reform Act of 1996 and the Distressed Provider Assistance Account. Our concern is that local governments are being taxed twice, whereas all other users of the health care system are taxed once. Assembly member Kelles has connected us with legislative counsel to help sort out the differences in each tax and if there is any concern related to dual taxation.

Mack Cook continues to lead efforts to determine the level premiums paid in 2020 and 2021 that might be included in the funding provided by the American Rescue Act. He will report additional information at the next AFC meeting.

### Operations Committee - PBM RFP

The Operations Committee has reviewed eight competitive Pharmacy Benefit Manager proposals and has narrowed the candidates down to four based on responses to our initial request. Next, the Committee will review the overall cost of each program and interview candidates on level of service in several areas including customer service, network, access to care, formulary, and the prior authorization process. We are still on track to decide on a new agreement mid-year with an expected commencement to the new agreement by January 1, 2022. Locey & Cahill are working hard to make sure we have the information necessary to review candidates appropriately.

### Nominations and Engagement Committee

The Nominations and Engagement Committee supported sending out a Board survey and we had about a 60% return rate. The responses gave us the following insight to how to keep Board members engaged:

- We are effectively communicating and sharing information at an appropriate level.
- Board members wish to continue meeting through a hybrid model that involves both in person and on-line meetings.
- The August meeting should focus on overall plan knowledge and budget information.

Executive Director Report  
June 2021

- The Newsletter is being read and the feedback on content is positive.
- There are new members that are willing to serve on committees and in new roles.

The Nominations Committee continues to review the appropriateness of term limits and how we would apply them to our current structure. In addition, they are working on filing committee slots and confirming continued involvement of others in leadership roles.

Claims and Appeals Committee

The Claims and Appeals Committee is continuing to meet to review the BMI Excellus Claims Audit. A final meeting with Excellus was held to review unresolved claims issues. Results of that meeting will be shared at the July meeting and the audit should be reviewed for closure at that time.

The Joint Committee on Plan Structure and Design

At the last Joint Committee on Plan Structure and Design Kelly Lasher, Nora Putnam, Jason Warchal, and Dr. Harris from Excellus presented the Consortium's 2020 Annual Utilization Report of claims incurred January 1, 2020 and paid through March 31, 2021. A copy of the full report is available on the Consortium's website at: [http://healthconsortium.net/sites/default/files/Financials/2020/2020%20Greater%20Tompkins%20Consortium%20Annual%20Report%20\(2020\)%2020210603%20Final%20.pdf](http://healthconsortium.net/sites/default/files/Financials/2020/2020%20Greater%20Tompkins%20Consortium%20Annual%20Report%20(2020)%2020210603%20Final%20.pdf)

Highlights from the report are as follows:

- During the year 2020, enrolment has increased by 3% while services were 6% lower. Plan Costs were 2% higher than the prior period.
- Through the end of April 2021 there were 934 members that were fully vaccinated, including 42 members that had the single dose vaccine.
- High Claimants increased from 28 to 32 and high claimant costs accounted for 21% of Plan Costs in 2020. Previously, high claimants had accounted for 19% of plan costs.
- Eight of the top ten claimants are forecasted to have claims over \$50K in 2021.
- MDLive (telemedicine) registration and utilization has increased. Both acute and behavioral health visits were higher in 2020 than in the prior year.
- Emergency Room utilization for low acuity visits has decreased and is comparable to the comparison trend.
- Depression & Anxiety was the top prevalent condition in 2020, representing 26% of the population.

The Joint committee has supported the activities and information shared through our wellness program. Information has been sent out regarding May Mental Health Awareness Month and June's Employee Wellness Challenge.

New Member Presentations

I had a meeting with the Deputy Director of the NYS Department of Financial Services Health Department to discuss our Certificate of Authority application. Alice McKenney has asked that our application be pushed up for review and we hope to hear back by mid- July on our approval.

In the meantime, new member recruiting continues with interest from Seneca Falls, Throop, and Locke. Other municipalities in our area of expected growth have also been in contact with me to advance their application when we receive approval.

*Respectfully submitted by Elin R. Dowd, Executive Director, June 30, 2021.*

**Executive Committee**  
**(effective January 1, 2022)**

To be elected at annual meeting along with Chairs of standing committees

MEMBERSHIP: Seats to be filled by Directors; 11-15 Members; one-year terms

MEETINGS: Bimonthly beginning in January on 1<sup>st</sup> Wednesday

- |  |   |
|--|---|
| 1. Board Chair, Chair (Drake)          | 7. Operations Chair Holmes                        |
| 2. Board Vice Chair, Vice Chair (Hart) | 8. Nominations and Engagement Chair (Fairbrother) |
| 3. Chief Fiscal Officer (Thayer)       | 9. Claims and Appeals Chair (Shattuck)            |
| 4. Secretary (Salton)                  | 10. At-large (Wagner)                             |
| 5. JCPSD Chair (Bower)                 | 11. At-large (Mutchler)                           |
| 6. AFC Chair (Cook)                    |   |

**STANDING COMMITTEES:**

**Audit and Finance Committee**

CHARGE: The Audit and Finance Committee shall be responsible for all financial aspects of the Consortium, including review of: annual budgets, periodic review of financial results, evaluation of transactions that are material to the organization's business, review of business and risk insurance policies and actuarial studies to determine premium levels, review and approval of investments and investment plans, enterprise risk management and compliance assessment and review, and oversight of all internal and external financial audits.

MEMBERSHIP: Seats may be filled by non-Directors; 9 members ; two-year staggered terms

MEETINGS: Monthly; 4<sup>th</sup> Tuesday; Except September – 3<sup>rd</sup> Monday

Terms expire 12/31/23

1. Mack Cook, Chair
2. VACANCY ~~Munson~~, Labor
3. Rordan Hart
4. VACANCY ~~Jason Moline~~

Terms expire 12/31/22

5. Laura Shawley
6. Eric Snow
7. Bud Shattuck
8. Peter Salton
9. Steve Thayer, Chief Fiscal Officer (No set term)

**Operations Committee**

CHARGE: The Operations Committee is responsible for oversight of Consortium operations and charged with review and oversight of any policies impacting the overall well-being of the organization. The Operations Committee may recommend changes to improve the efficiency of the organization's practices, policies, procedures, and the organizational structure, including personnel and staffing needs.

MEMBERSHIP: Seats may be filled by non-Directors; 8 members with two-year staggered terms

MEETINGS: Bi-monthly beginning in January; 4<sup>th</sup> Monday

Terms Expiring 12/31/23

Ed Fairbrother  
Doug Perine, Labor  
Sunday Earle

Terms Expiring 12/31/22

Chris Wagner  
Lisa Holmes, Chair  
Schelley Michell-Nunn

Terms Expiring 12/31/23

LuAnn King  
Mark Emerson

**Nominations and Engagement Committee**

CHARGE: The Nominations and Engagement Committee will assist the Executive Committee in engaging Directors in finding meaningful ways to contribute to the organization especially through the consideration of succession and long-term planning. The Committee shall:

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

1. Be responsible for presenting a slate of recommended Officers, Committee Chairs, and At-Large Executive Committee members at the annual Board of Directors meeting;
2. Be responsible for presenting a slate of recommended Nomination and Engagement Committee members;
3. Recommend to the Executive Director engagement strategies with:
  - a. the work of committees;
  - b. disseminating information ahead of and at the annual meeting in an interactive model and insuring a super-majority attendance at annual meeting; and
  - c. long-term leadership succession planning.

Membership: Seats may be filled by non-Directors; 5 Members with two-year staggered terms  
MEETINGS: 4x/year beginning in February (then May, August, and November);

Terms expire 12/31/21

1. Ed Fairbrother
2. Laura Shawley
3. Nancy Webster, Labor

Terms expire 12/31/2022

4. Gary Mutchler
5. Terrance Baxter

**Claims and Appeals Committee**

CHARGE: The Claims and Appeals Committee will hear all appeals that come to the Board of Directors for action and recommend a determination to the Board. This Committee will also monitor claims data and trends and oversee all annual third-party administrator claim audits.

Membership: Seats may be filled by non-Directors; 5 Members with two-year terms  
MEETINGS: As needed (2-4x/year)

Terms expire 12/31/21

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

Terms expire 12/31/2022

4. Don Fischer
5. Tanya DiGennaro

- Should have labor representative/Sarah Thomas suggested

**Joint Committee on Plan Structure and Design**

CHARGE: The JCPSD reviews all prospective Board actions in connection with the benefit structure and design of the Plan and develops findings and recommendations with respect to such matters. Committee may also consider wellness-related initiatives.

Membership: Each Participant and each labor group shall have one voting seat each. Quorum determined by Committee; No set terms.

MEETINGS: Bi-monthly (beginning in February)

Chair and Vice Chair – to be selected by the membership of the JCPSD as outlined in the Committee’s Bylaws.

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**RESOLUTION NO. 031 - 2020 – CREATION OF 2021 COMMITTEE STRUCTURE AND APPOINTMENTS OF MEMBERS**

CHARGE: The JCPSD reviews all prospective Board actions in connection with the benefit structure and design of the Plan and develops findings and recommendations with respect to such matters. Committee may also consider wellness-related initiatives.

Membership: Each Participant and each labor group shall have one voting seat each. Quorum determined by Committee; No set terms.

MEETINGS: Bi-monthly (beginning in February)

Chair and Vice Chair – to be selected by the membership of the JCPSD as outlined in the Committee's Bylaws.

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# DRAFT

## **TERM LIMITS FOR Officers and Executive Committee Members**

Term limits shall be in place as follows and effective based on any full term starting on or after January 1, 2022.

- Operations, Audit and Finance, Nominations and Engagement, and the Claims and Appeals Committee membership – limit of three consecutive full terms.
- Chairs of Standing Committees – limit of three consecutive one-year terms.
- Officers and Executive Committee Members – limit of five consecutive full one-year terms;
- Once a Chair of the Board has reached their term limit, they may continue to serve on the Executive Committee in an At-large seat with a for up to five consecutive one-year terms;
- Once an officer or committee member has termed out, there shall be a waiting period of one full year before becoming eligible to serve as a committee member and two full years before being eligible as an officer

By majority vote of the total number of Directors (including any unfilled seats), the Board or Executive Committee may waive this term limit provision when necessary to maintain a fully-constituted committee;