

**Operations Committee
Minutes – APPROVED
July 26, 2021 – 1:00 p.m.
Via Zoom Conference Call**

Present: Doug Perine, Ed Fairbrother, Schelley Michell-Nunn, Chris Wagner, Sunday Earle
Excused: Lisa Holmes
Absent: Luann King, Mark Emerson
Staff/Guests: Elin Dowd, Executive Director; Michelle Cocco, Clerk of the Board; Judy Drake, Town of Ithaca; Rob Spenard, Locey & Cahill; Teri Apalovich, Finance Manager; Greg Potter, Tompkins County Director of Information Technology Services

Call to Order

Mr. Perine, Vice Chair, called the meeting to order at 1:03 p.m.

Changes to the Agenda

There were no changes to the agenda.

Approval of Minutes of May 24, June 17, and July 15, 2021

Ms. Dowd reported a special subcommittee was formed to review responses on the Prescription Benefit Management Request for Proposals and bring a recommendation forward. The minutes presented for approval include minutes of that Subcommittee.

It was MOVED by Mr. Fairbrother, seconded by Mr. Wagner, and unanimously adopted by voice vote by members present, to approve the minutes of the May 24, June 17, and July 15, 2021 meetings as submitted. MINUTES APPROVED.

Executive Director's Report

In addition to the written report provided in the agenda packet Ms. Dowd reported she is expecting to receive approval from the Department of Financial Services (DFS) on the Consortium's Certificate of Authority request as she was informed a recommendation has been forward to the DFS General Counsel Office. She will keep the Committee informed as this progresses; she noted the Consortium has received requests from municipalities that are in the proposed new 15-county geographic area.

Ms. Dowd said the Executive Committee has decided to do strategic planning to look at where the Consortium wants to go as an organization and how to get there. She has been working on securing a facilitator for that effort she expects will commence in the Fall. Ms. Drake said the Executive Committee will be creating a subcommittee to lead this effort and asked that anyone interested in participating contact Ms. Dowd.

Ms. Dowd provided an update on upcoming Board of Directors events. The August 26th event will be an educational session that will be held remotely with presenters providing information on various topics that were suggested in the Board of Directors survey. Topics will include information on health plan options available through the Consortium, impacts from the movement of members to different plans, creating Health Reimbursement Accounts and Health Savings Accounts, retirement options including the Consortium's Medicare Supplement Plan, and budget and premium rate increase information. Locey and Cahill is working on preparing this information as well as information on what makes a multi-employer plan unique and different. Information on new mandates and if any of those specifically change what we are doing or how we are doing will also be provided at that

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session. The September 23rd Board of Directors annual meeting will be held at the Tompkins County Public Library with an option for remote participation.

Open Meetings Law

Ms. Dowd reported a resolution is being drafted to present to the Executive Committee that would have the Consortium join with the Tompkins County Council of Governments in its request to the State Legislature to amend the Open Meetings Law to allow a Zoom link to be an acceptable vehicle for the public notice to attend a meeting that is not set up as a satellite location.

Policy on Anti Racism and Equity;

Ms. Dowd said at the last Operations Committee meeting a suggestion was made to look into getting an outside resource to help facilitate discussions surrounding the Consortium's policy on Anti-Racism, Equity, and Inclusion. She reported she has reached out to facilitators and said these discussions will be part of those interviews and the upcoming strategic planning process and discussions. This will include discussion of what it means to be an inclusive organization, how the Consortium will look different, and how it should work to become an organization that is equitable and inclusive, and racially just.

Business Continuity Plan Update

Ms. Dowd said early last year the Consortium responded to a request and provided the Department of Financial Services with an abbreviated Business Continuity Plan. This was at the time of the pandemic; it was the intention that once the Finance Manager was hired a more robust plan would be developed and submitted. DFS has now requested a plan be submitted by October 8th. Ms. Apalovich reported on July 19 DFS made a request of the Consortium that outlined what information is to be included in that Plan; she has begun gathering information.

Mr. Potter said the Business Continuity Plan includes a component for information technology. From an IT side, he said the Tompkins County ITS Department is in the process of trying to finalize cyber security documents through State agencies that will be useful to this process. In addition, he has reached out to the person at the County who takes the lead in emergency preparations and will be looking at whether that framework will also be helpful. Mr. Apalovich said she will be taking various plans and incorporating components into the Consortium's Plan it will be reliant on those. This will need to be approved at the next Committee meeting in order to meet the DFS deadline.

Prescription Benefit Management Contract

It was MOVED by Mr. Perine, seconded by Mr. Wagner, and unanimously adopted by voice vote by members present, to enter executive session at 1:24 p.m. to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. The meeting returned to open session at 1:37 p.m.

The Committee scheduled a meeting for the PBM Subcommittee on August 4th at 1 p.m.

Discussion of Consortium Contracts

Ms. Dowd presented and reviewed the status and bid history of contracts the Consortium has and said it is a responsibility of the Committee to decide how to handle its various contracts. She asked if the Committee wanted to consider a policy or practice of going out to market for some of them. The following items were noted during that report and discussion:

- With the Consortium now having a Finance Manager it may be time to review specific consulting contract responsibilities;

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- A request for proposals for Investment Management Services will be in progress soon;
- The Consortium has an agreement with Tompkins County for IT and financial services;
- Insurance policies are put out to bid annually by Locey and Cahill and Haylor, Freyer, and Coon;
- The independent auditing services contract has piggybacked off of Tompkins County's agreement for the last several years;
- The financial services contract for assisting with reporting to the Department of Financial Services may no longer be needed as it is currently written after this year;
- The Consortium has not gone out to bid for Third Party Administration of medical claims since beginning operations. Interest was expressed in issuing a Request for Proposals for Third Party Administration for a three-year contract with two optional annual renewals. Ms. Dowd was asked to look into what providers exist that are in the Cayuga Health network;
- The Consortium has retained John Powers of Hancock Estabrook for legal services; this service has not been put out to a bid. A look could be taken at comparing rates and considering an RFP for legal services
- Prescription and medical claims auditing services will be added to the list;
- The Town of Ithaca Human Resource services contract will be added to the list;
- Consideration could be given to issuing an RFP for a combination of services such as consulting, actuarial, and auditing; and
- Consideration will be given to the Consortium assuming responsibility for issuing an RFP for Stop Loss insurance.

Ms. Dowd will provide the Committee at the next meeting with a list of agreements that are negotiated and executed annually; a list of long-term contracts that the Consortium should issue an RFP for, and others that are ongoing but are annually reviewed. The Procurement Policy will be included in the information presented in the next agenda packet.

Future Discussion Topics

The following items will be included in the next agenda:

- a. Continued discussion of contracts;
- b. Update on Prescription Benefit Management Services; and
- c. Business Continuity Plan Update

Adjournment

The meeting adjourned at 2:13 p.m.