



Greater Tompkins County Municipal Health Insurance Consortium

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“Individually and collectively, we invest in realizing high quality, affordable, dependable health insurance.”

RESOLUTION NO. 022-2024 – CREATION OF POSITION(S) – SENIOR BENEFITS SPECIALIST AND BENEFITS MANAGER, & REVISION TO BENEFITS SPECIALIST JOB DESCRIPTION AT THE GREATER TOMPKINS COUNTY MUNICIPAL HEALTH INSURANCE CONSORTIUM (GTCMHIC)

(See Appendix B attached for Job Description Details)

MOVED by Ms. Cole, seconded by Ms. Granger, the resolution was adopted by voice vote of members present, and visibly seen members via remote locations due to extraordinary circumstances.

WHEREAS, The Executive Committee has discussed the future and current staffing needs of the Consortium, and supports the need to expand staff to be able to meet the needs of the growing GTCMHIC, and

WHEREAS, as the Consortium is being asked by members to provide more benefit information comparisons, enrollment changes, assistance with claims, participant issues, negotiations material and Consolidated Omnibus Budget Reconciliation Act (COBRA) information than was previously provided by their insurance agency, it is recommended that the Consortium create the positions of Benefits Manager, Senior Benefits Specialist, and revise the job description of the Benefits Specialist, now therefore be it

RESOLVED, on recommendation of the Operations and Finance Committees, the Executive Committee on behalf of the Board of Directors of GTCMHIC hereby creates the following positions in accordance with the applicable New York State and Tompkins County Civil Service rules:

The following positions are established and are in the competitive class pursuant to Section 44 of the Civil Service Law.

1-(One) – Benefits Manager


1-(One) – Senior Benefits Specialist

RESOLVED, further, That the Executive Committee on behalf of the Board of Directors does hereby approve the job descriptions for the said positions as created and monitored by Tompkins County Civil Service; and be it further

RESOLVED, on recommendation of the Operations and Finance Committees, the Executive Committee on behalf of the Board of Directors of GTCMHIC hereby approves the revisions to the Benefits Specialist job description to coincide with the creation of other Benefit positions.

STATE OF NEW YORK)
GTCMHIC) ss:
COUNTY OF TOMPKINS)

I hereby certify that the foregoing is a true and correct transcript of a resolution adopted by the Greater Tompkins County Municipal Health Insurance Consortium Executive Committee on behalf of the Board of Directors on July 17, 2024.



Lynne Sheldon, Clerk of the GTCMHIC Board