

Sample of RAC Meeting Invitation and Meeting Details Correspondence

September 5, 2012

Dear Regional Advisory Committee member,

I am pleased to welcome you to the New York City Metro Regional Advisory Committee for the New York State Health Benefit Exchange. This Committee, as well as others around the state, has been established pursuant to Governor Cuomo's Executive Order No. 42 to provide advice and make recommendations on the establishment and operation of the Exchange, including recommendations about relevant regional factors. Your participation will enhance the state's ability to provide high quality affordable health coverage to individuals and small businesses in your region and across New York.

The first meeting of the New York City Metro Regional Advisory Committee will be held on:

Tuesday September 25, 2012

10:00am to 1:00pm

DOH Regional Office, 90 Church Street (Conference Room A&B)

New York, NY

Committee members are asked to [register here](#) by September 21 for this meeting. Additional information, including directions and parking details, will be sent to registered attendees in advance of the meeting.

Going forward, I will be coordinating the work of the Regional Advisory Committees and will be communicating with you regarding these meetings. I am happy to answer any questions you may have; please do not hesitate to contact me at 518-473-4020.

Thank you for your cooperation. We look forward to seeing you at the first Regional Advisory Committee meeting.

Sincerely,

Sherry Tomasky
Project Coordinator
Health Benefit Exchange

September 17, 2012

Greetings -

This email contains several details that will be helpful to your arrival and participation at the Health Benefit Exchange Regional Advisory Committee meeting for Capital/Mid-Hudson/North Region this Wednesday. The meeting is being held as follows:

Wednesday September 19, 2012

10:30am to 2:00pm

Empire State Plaza

Concourse Meeting Room 6

Albany, NY

Here are some helpful details:

1. If you haven't already done so, please register to attend this meeting [here](#).

2. Directions and Parking -

You can find driving directions to the Empire State Plaza [here](#).

Parking information may be found [here](#). The most convenient parking lot is the V-lot (formerly known at the P-3 lot) which is an underground lot below the ESP Concourse. The lot is \$2/hour. The website link provides you with other parking options as well.

The meeting will be held in Meeting Room 6, which is accessible from the EGG and Convention Center atrium.

3. We advise all attendees to bring a photo ID to all Regional Advisory Committee meetings as some venues will require this upon entry.

4. As mentioned above, the meeting time is extended by 30 minutes to ensure we can cover all agenda topics. We will not break for lunch, but please feel free to bring lunch with you. There are cafeterias in the Concourse area that you can visit prior to the start of the meeting.

5. Meeting Agenda and PowerPoint are now available and attached. We kindly ask you to print and bring a copy with you. We will have copies available for those who need them.

(see: Regional Advisory Committee Agenda September 2012.pdf and Sept 2012 RAC Meeting Presentation.pdf).

6. The presentation will reference several policy studies that have been completed over the recent past. You might find it helpful to familiarize yourself with these studies if you haven't already. All studies can be found in chronological order [here](#). In particular, I recommend looking at:

- Feb 2012 - Urban Institute Health Reform Simulation Modeling Results
- March 2012 - Wakely Consulting Group Study on the Role of Third Party Assistors
- August 2012 - Milliman Study of Essential Health Benefits

7. The Regional Advisory Committee meetings are public and will be web cast in real time. For those wishing to view this meeting's web cast in real time or at a later date, scroll to the bottom of our website to [access the link to the webcast](#).

<http://www.totalwebcasting.com/view/?id=nysdoh>

8. Finally, you can view a list of members of this Committee, as well as those on the other Regional Advisory Committees throughout the state on the [Regional Advisory Committee](#) information page.

9. If you need immediate assistance the day of the meeting, you can call Melanie Stange at 716-847-3965 and she will be able to reach us.

If you have any questions, please don't hesitate to contact me. We thank you for your participation and look forward to seeing you on Wednesday!

Best regards,

Sherry Tomasky
Health Benefit Exchange
NYS Department of Health
