

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Supervisory Committee hereby authorizes Amy Clute
(Supervisory Committee) (Employee Name)

to attend NYSASIC
(Name of meeting or organization)

at Best Western Oswego NY
(Address)

on 4/30-5/2/14 Mode of transportation to be used Personal Vehicle
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain:

own expense

Proper documentation must be attached when submitting for approval.
(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ 418 package GSA* Rate \$ 96/day
- Meal costs - GSA* per diem rate \$ 50/day

*www.gsa.gov

Date: 3/7/14

Amy Clute
Department Head Signature

Date: 4/2/14

[Signature]
Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, If required.
5. Copy to County Administrator if credit card will be used.

Tentative Conference Agenda

Wednesday April 30, 2014:

- 1:30pm - 2:15pm **Registration – Lobby**
- 2:30pm - 3:30pm **Round Table Discussion**
Municipalities Only
- 3:30pm-4:30pm **Round Table Discussion**
Municipalities and Vendors
- 1st topic to be – The New Assessment Process
- 4:30pm - 5:30pm **Registration – Lobby**
- 6:00pm - 8:30pm **Networking Reception & Dinner**

Thursday May 1, 2014:

- 7:30am - 9:00am **Breakfast Buffet**
- 8:00am-8:30 am **Registration**
- 8:50 am **Conference Begins**
- 9:00 am - 10:00 am **Combating unreasonably high schedule loss of use opinions**
Speaker: Michael A. Kudarauskas, Esquire
Wolff, Goodrich & Goldman, LLP.
- 10:00 am - 10:30 am **Networking Break, visit vendor area**
- 10:30am - 11:15 am **How to Write and Implement an Effective 207-c Policy**
Speaker: Mary Lou Conrow, Esquire
Coughlin & Gerhart LLP
- 11:15 am - Noon **BPR – update: What is BPR & What do we need to know?**
Speaker: Joseph Peckham
JTP Risk Consulting, LLC
- Noon - 1:00pm **Lunch**
- 1:00pm - 1:30pm **Consistently Superior Results - Best Practices Make a Difference!**
Speaker: David Parker
Midwest Employers Casualty

Conference Agenda Thursday May 1, 2014 Continued:

- 1:30pm - 2:30pm **How To Be a 'Lien', Mean, Subrogating Machine – Advanced Section 29 Issues**
Speaker: Melissa A. Day,
The Law Offices of Melissa A. Day, PLLC
- 2:30pm - 3:00pm **Networking Break, visit vendor area**
- 3:00pm - 4:00pm **VFF: 'Who is Covered' vs. 'Who are not Covered Individuals'**
Speaker: Ed Nicosia
Buckner & Kourofsky, LLC
- 4:00pm **Vendors Close**
- 6:00pm - 8:30pm **Networking Reception & Dinner**

Friday May 2, 2014:

- 7:30am - 9:00am **Breakfast Buffet**
- 8:15am - 9:00am **Board of Directors Meeting**
- 9:00 am - 9:45 am **Revising Your Health Plan to Avoid the Cadillac Tax**
Speaker: Donna E. Neal, PPACA
Benefit Consulting Group, Inc.
- 9:45 am - 10:45 am **The Value of Claim Administration Audits & Review**
Speaker: Anne Marie Latocha
Mary Lou Karins
KBM Management
- 10:45am - 11:15am **NYSASIC Business meeting**
- 11:15am **Conference Adjourns**



MUNICIPAL

CONFERENCE REGISTRATION FORM

NYSASIC Spring 2014 CONFERENCE
April 30 – May 2, 2014
Best Western Plus Captain's Quarters
Oswego, NY

Anyone who has not paid their membership fees prior to registration will be charged the non-member rates for the conference. If you are interested in becoming a member of NYSASIC, please go to www.nysasic.org for a membership application.

Current County/Municipal Members	\$50.00 per person
Non-Member County/Municipal	\$75.00 per person

Registration forms received after **April 9, 2014** will be assessed a **\$20 per person late fee**. Late registrations may not be listed in the Program Booklet.

PLEASE PRINT THE INFORMATION FOR EACH ATTENDEE (AS YOU WOULD LIKE IT ON YOUR NAME TAG):

NAME Amy Clute

NAME _____

MUNICIPALITY Warren County

MUNICIPALITY _____

NAME _____

NAME _____

MUNICIPALITY _____

MUNICIPALITY _____

Conference registration fee covers all meetings, activities, seminars, and lunch on Thursday.
For overnight accommodations and other meals see the Hotel Reservation form.
Commuters not staying at the hotel should also see the Commuter Meal form.

We understand the challenges of generating a check so:

Please return the completed form by fax, email or mail with your check by **April 9, 2014** to:

NYSASIC
co Dixie Perkins, Treasurer
 WYOMING COUNTY INSURANCE OFFICE
 338 NORTH MAIN STREET
 WARSAW, NY 14569
 PHONE: 585-786-8940 ext 4457
 FAX: 585-786-3985
dperkins@wyomingco.net

All checks returned for non-sufficient funds will be assessed a \$25 bank fee and payment must then be made with certified funds. Refunds will be issued only upon request and approval by the NYSASIC Treasurer



BEST WESTERN PLUS
Captain's Quarters Hotel &
Conference Center
 26 East First Street
 Oswego, NY 13126
 Phone: (315)342-4040
 Fax: (315)342-5454

NYSASIC Conference
Wednesday April 30 – Friday May 2, 2014
Hotel Registration Form

--Please note only one form per room (no call-ins)**

Reservation Deadline: April 18, 2014

Cancellation Date: April 28, 2014

First Occupant

Name: Amy Clute
 Address: 1340 State Rt 9
 City: Lake George State: NY Zip Code: 12845
 Home Phone (518) 494 - 7900
 Email: Clutea@warrencounty.ny.gov
 Arrival: 4/30/14 Departure: 5/2/14
 Method of Payment:
 Credit Card type _____ or Purchase Order X
 # _____ Exp Date ____/____/____

Second Occupant

Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Home Phone (_____) _____ - _____
 Email: _____
 Arrival: _____ Departure: _____
 Method of Payment:
 Credit Card type _____ or Purchase Order _____
 # _____ Exp Date ____/____/____

Check In: 3:00PM

We are a 100% Non Smoking Hotel

Check Out: 11:00 AM

Wednesday's Dinner entrée Choice:

First Occupant

Filet Mignon Ravioli ala Vodka Baked Stuff Haddock

Second Occupant

Filet Mignon Ravioli ala Vodka Baked Stuff Haddock

Package #1: Includes one overnight, dinner, breakfast and service charges – Circle room/rate

Single: \$248.00 per person Double: \$314.00 per person

Tax exempt rates are: Tax Exempt Certificates will NOT be accepted at Check-in!

Single: \$229.00 per person Double: \$291.00 per person

Package #2: Includes two overnights, two dinners, two breakfasts and service charges – Circle room/rate

Single: \$455.00 per person Double: \$177.00 per person

Tax exempt rates are: Tax Exempt Certificates will NOT be accepted at Check-in!

Single: \$418.00 per person Double: \$165.00 per person

Please note any dietary requests you may have: _____

Cancellation Policy: You may cancel your reservation up to 4:00PM on Monday April 28th, 2013. If you cancel after this date, a fee equal to one night's package will be charged to your credit card.

To reserve your place at the 2014 NYSASIC Conference, please return this form – **YOUR TAX EXEMPT CERTIFICATE MUST ACCOMPANY YOUR REGISTRATION FORM.** Fax to: 315-342-5454 or email to: BWPLUS@BHGMAIL.COM.

All registrants will receive an email confirmation within four business days. If a confirmation is not received please call: The Best Western Plus Hotel 315-342-4040