



ELIOT SPITZER
GOVERNOR

STATE OF NEW YORK
DEPARTMENT OF CIVIL SERVICE
ALFRED E. SMITH STATE OFFICE BUILDING
ALBANY, NEW YORK 12239
www.cs.state.ny.us

NANCY G. GROENWEGEN
COMMISSIONER

PA 07 - 19

To: Participating Agency Chief Executive Officers
& Health Benefits Administrators

From: Robert W. DuBois, Director of the Employee Benefits Division

Subject: NYSHIP Regional Meetings

Date: August 18, 2007

We are pleased to announce the 2007 NYSHIP Regional Meetings for Participating Agencies. Staff of the Employee Benefits Division will present updates of several important benefit and policy issues as well as discuss initiatives that are planned for the coming year. The agenda also will include discussion of the 2007 Empire Plan experience, the projected rate schedule for 2008, several administrative and regulatory issues and a review/update of NYBEAS.

You are invited to attend one of the following sessions:

- **Tuesday, October 2, 2007 -- 10:00 a.m. to 3:00 p.m.**
Holiday Inn – Saratoga Springs (Saratoga County)
232 Broadway
Saratoga Springs, New York
- **Wednesday, October 3, 2007 -- 10:00 a.m. to 3:00 p.m.**
Comfort Inn (Rockland County)
425 E. Route 59
Nanuet, New York
- **Thursday, October 4, 2007 - 10:00 a.m. to 3:00 p.m.**
Hilton Huntington Hotel (Suffolk County)
598 Broadhollow Road
Melville, New York

(Note: Registration will begin promptly at 9:30 a.m., for each session.)

Detailed directions to all the meetings sites have been enclosed.

We hope you will be able to attend one of these meetings. ***All reservations should be received by September 20th***, so that we may finalize luncheon arrangements and plan for adequate meeting materials. There are two easy ways to register – ***Online or Fax***.

To register ***Online*** - please follow instructions below:

HBAs with password access to HBA Online may submit reservations for themselves and/or on behalf of other agency representatives by using the ***Online option*** on our Department's website at ***www.cs.state.ny.us***:

1. On the homepage, click on "***Benefit Programs***" on the navigation bar on the left of the screen.
2. Select "***HBA Online***" on the resulting page.
3. This brings you to ***HBA Online***, a comprehensive collection of NYSHIP resources.
4. Sign on with your HBA Online User ID and password.
5. Click on the red button, "***Register Online Here for Fall 2007 Regional PA Meetings***." This will bring you to NYSHIP Regional Meetings for Participating Agencies. You will find all of the information needed to register for the meeting of your choice, directions and map links to meeting sites.

To obtain an ***HBA Online User ID***:

Please complete the attached ***Information Resource Management (IRM-302)*** form, and fax it to the NYS Department of Civil Service IRM Help Desk at (518) 485-5588 to request access. You will receive a User ID and a temporary password in the mail in approximately 10 business days; or

To register by ***Fax***:

Please complete a copy of the enclosed reservation form and fax to (518) 473-3292, ***Attn: Debbie D'Orazio***. There is no need to mail a copy of the form.

Enclosures

DIRECTIONS TO MEETING SITES

Holiday Inn – Saratoga Springs (Saratoga County)

(Phone No. (518) 584-4550)

From the South: Follow the NYS Thruway I-87 North, exit at #24. Take the Adirondack Northway (I-87) North to Exit 13 N. This will be Route 9. Follow for 3-4 miles, the Holiday Inn is on the right side in the center of Town.

From the East: Follow I-90 West to where it intersects with the Adirondack Northway (I-87 North) in the Albany area. Take the Adirondack Northway North to Exit 13N. Follow Route 9 for 3 miles. The Holiday Inn will be on the right side in the center of Town.

From the West: Follow NYS Thruway (I-90) to Exit 27. Take Route 30 North to Route 67 East to Ballston Spa. Take Route 50 North to Saratoga Springs. Holiday Inn is on the corner of Route 50 and Route 9.

From the North: Take the Adirondack Northway South to Exit 14. Turn right at the Exit and follow Union Avenue to the end. Turn left on to Circular Street. The rear entrance of the Holiday Inn is the first right from Circular Street.

Comfort Inn (Rockland County)

(Phone No. (845) 623-6000)

From Westchester and New England: Take Tappan Zee Bridge and continue on New York State Thruway to Exit 14 (Spring Valley). Turn left off ramp and go 1-1/2 miles East on Route 59, Comfort Inn will be on the right side.

From Upstate New York-Albany: Take New York State Thruway to Exit 14 (Spring Valley). Turn left off ramp and go 1-1/2 miles East on Route 59, Comfort Inn will be on the right.

Hilton Huntington Hotel (Suffolk County)

(Phone No. (631) 845-1000)

From the West: Take Long Island Expressway East to Exit 49 South (Route 110). The Hotel is about 1 mile South on Route 110.

From the East: Take Long Island Expressway West to Exit 49 South (Route 110). The Hotel is about 1 mile South on Route 110.

2007
PARTICIPATING AGENCY REGIONAL MEETINGS
RESERVATION FORM

Agency Name _____ *Agency Code #* _____

Agency Address _____ *Work Phone #*(____) _____

PARTICIPANTS ATTENDING (Print Names):

1. _____
2. _____
3. _____

PLEASE Check (✓) SESSION ATTENDING:

_____ ***HOLIDAY INN – SARATOGA SPRINGS***
(Saratoga County)
232 Broadway
Saratoga Springs, New York
(518) 584-4550

Tuesday,
October 2, 2007

_____ ***COMFORT INN***
(Rockland County)
425 E. Route 59
Nanuet, New York
(845) 623-6000

Wednesday,
October 3, 2007

_____ ***HILTON HUNTINGTON HOTEL***
(Suffolk County)
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