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DEPARTMENT OF CIVIL SERVICE  
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NANCY G. GROENWEGEN  
COMMISSIONER

PA 08 - 13

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 1, 2008

We are pleased to announce the 2008 NYSHIP Regional Meetings for Participating Agencies. Staff of the Employee Benefits Division will present information about benefits changes for 2009 and other benefit and policy issues, as well as initiatives planned for the coming year. The agenda will include discussion of the 2008 Empire Plan experience, the projected rate schedule for 2009, several administrative and regulatory issues and a review/update of NYBEAS.

You are invited to attend one of the following sessions:

- **Wednesday, October 1, 2008 -- 10:00 a.m. to 3:00 p.m.**  
Holiday Inn – Saratoga Springs (Saratoga County)  
232 Broadway  
Saratoga Springs, New York
- **Thursday, October 2, 2008 -- 10:00 a.m. to 3:00 p.m.**  
Comfort Inn (Rockland County)  
425 E. Route 59  
Nanuet, New York
- **Friday, October 3, 2008 - 10:00 a.m. to 3:00 p.m.**  
Hyatt Regency Long Island  
1717 Motor Parkway  
Hauppauge, New York

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

Detailed directions to all meeting sites are enclosed for your use.

We hope you will be able to attend one of these meetings. ***All reservations should be received by September 19<sup>th</sup>*** 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 2008 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. Print a copy of the completed form for your records.

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.

To register by ***Fax***:

Please complete the enclosed reservation form and fax to (518) 473-3292, ***Attn: Debbie D'Orazio.*** If you have any questions, you may call (518) 485-1771.

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 3-4 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 through Amsterdam. Keep right onto Route 67 East as you go up the hill and continue or to Ballston Spa (about 20 miles). 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 off 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 the NYS 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 the NYS 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.

### **Hyatt Regency Long Island (Suffolk County)**

**(Phone No. (631) 784-1234)**

**From the West:** Take Long Island Expressway East to Exit 57 (Veterans Memorial Highway) Turn left at light onto Motor Parkway, and continue on Motor Parkway. The hotel will be on the left.

**From the East:** Take Long Island Expressway West to Exit 57(Veterans Memorial Highway). Take a right at the light onto Veterans Memorial Highway. At the next light, take a right onto Motor Parkway and continue on Motor Parkway. The hotel will be on the left.

**2008**  
**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:**

_____	<b><i>HOLIDAY INN – SARATOGA SPRINGS</i></b> (Saratoga County) 232 Broadway Saratoga Springs, New York (518) 584-4550	<b><i>Wednesday, October 1, 2008</i></b>
_____	<b><i>COMFORT INN</i></b> (Rockland County) 425 E. Route 59 Nanuet, New York (845) 623-6000	<b><i>Thursday, October 2, 2008</i></b>
_____	<b><i>Hyatt Regency Long Island</i></b> (Suffolk County) 1717 Motor Parkway, Hauppauge, New York (631) 784-1234	<b><i>Friday, October 3, 2008</i></b>

**All reservation forms should be received by September 19<sup>th</sup>.** 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*** (please refer to the instructions on page 2 of the PA 08-13 memo), ***or Fax*** this completed form to (518) 473-3292, ***Attn: Debbie D'Orazio***. If you have any questions, you may call (518) 485-1771.