



Northern Arizona Public Employee Benefit Trust (NAPEBT)
Benefits Committee
Room 439
Coconino Community College – 2800 S Lone Tree Road, Flagstaff 86001
December 11, 2018 – 1:00 p.m.

A G E N D A

- I. Call to Order
Dietrich moved to call the meeting to order at 1:12. Tasha seconded. Motion was approved by all.
- II. Roll Call
- | | |
|--------------------|------------------|
| <u>Present</u> | <u>Absent</u> |
| Jennifer Caputo | Shane Dille |
| Shannon Anderson | Erika Philpot |
| Natasha Smith | Jami Van Ess |
| Rosa Mendoza-Logan | Heather Dalmolin |
| Dietrich Sauer | Jennifer Moore |
| Lynn Hill | Ginger Stevens |
| Amy Girardo | Jeanie Confer |
| | Aaron Genaro |
- III. Dietrich moved to approve the minutes from November 13, 2018. Rosa seconded. Minutes were approved as written.
- IV. Recommended Protocol for Members and Other Participants Call In
All participants, including staff, should sit at the conference table during the discussion of topics, so they are closer to the microphones. Those present in the room should minimize side conversations and shuffling of paper because the sound is picked up by the microphones and it is more difficult for those on the phone to hear. Please be sure to identify yourself when you begin to speak, so those calling in know who is speaking. The Chair of the meeting should ensure those on the phone have an opportunity to speak.
- V. Discussion and Possible Action Items
- A. NAPEBT website
- a. We are interested in tracking website activity depending on the cost
 - b. Each entity needs to notify Aaron Genaro about what link to use for their benefits information or if they want to continue having NAPEBT host the information
- B. Subcommittee voting rules and approval rights/responsibilities – finalize
- a. Attendees agreed that we should have three agencies attending (including two of the larger entities and majority must be in support for something to move forward)
 - b. Our committee should be responsible for include recommendations back to the group on RFPs, updates to the Administrative Manual, plan design changes, innovative benefit ideas, materials, Health Equity plan docs, etc.
 - c. Our committee should be responsible for reviewing and approving vendor concerns and open enrollment materials.
 - i. We need to determine who owns responsibility for working through challenges (i.e. RFP for EAP – is it wellness committee or benefits committee or back to RFP process)
- C. Administrative Manual suggested changes (Attachment 2) – finalize
- a. Page 1 - Added back information on claims correspondence under Medical Plan Claims Administrator
 - b. Page 2 - Why was Medical Network Provider Directory crossed out? Is this because it is now an online tool? Claims issues moved to Medical PPO Network – why did it move here? Does it need to go under Medical Plans Claims Administrator on page 1
 - c. Page 3 - Medical Plan Behavioral Health Program – behavioral health was crossed off but wasn't added elsewhere – add to network section on Page 2?
 - i. Move claims to claim section
 - ii. Appeals to appeal section
 - d. Page 4 - EAP Provider
 - i. Added info on 12 visits for first responder traumatic events
 - ii. Will add EAP for Coconino County as Deer Oaks

e. County's fax number needs to be updated to 928 773-1948

D. Which RFP to work on next – disability or deferred comp

- a. The group agreed to work on disability first since not every agency currently has it
- b. Amy recommended starting the process by gathering current policies and plan design
- c. Each agency will bring plan design information to the January meeting

VI. Reports/Discussion Items

A. Benefits Committee Sharepoint

- a. Jennifer created a SharePoint site for our subcommittee to share information. She will send out an invitation with the minutes

VII. Standing Items

A. Compliance Updates

- a. Amy will give updates at Thursday's trust meeting

B. Training Needs

- a. Schedule Kelly for January meeting to discuss open enrollment
- b. HIPAA training should be updated every two years – is everyone up-to-date?
 - i. Each agency has separate manuals
 - ii. Annual HIPAA update will be added to the program plan.

C. Roundtable

- a. Dietrich shared that they are updating their employee manual. They have a policy on compassionate leave, but their attorney is concerned about gifting public funds, differing employee rates of pay, and the potential for disparate treatment. This has been CCCs safety net since they don't have disability.

VIII. Pending Items

IX. Agenda Items for Next Meeting

- a. Cost for website traffic monitoring
- b. Final review of Admin Manual (to Trust in February)
- c. Disability – review plan designs and start drafting scope of work
- d. OE Materials – Kelly
- e. Program plan agenda/action items

X. Adjournment

- a. The meeting was adjourned at 1:57.

XI. Action Items

- a. NAPEBT website
 - i. Email Aaron Genardo about website. If you are hosting your own benefits information, send him the link that he needs to post – **All**
 - ii. Follow up with Aaron on website traffic monitoring – Jennifer – done 12/12
- b. Agencies to share current plan documents for disability for review at January meeting (upload on SharePoint if possible so everyone can have electronic access - **All**)
- c. Review recommended Admin Manual changes for final review at January meeting - **All**
- d. Invite Kelly to call in for January meeting – Jennifer – done 12/12
- e. Finalize and send minutes - Jennifer
- f. Send SharePoint to committee members - Jennifer
- g. Add edit HIPAA manual to march program plan – Jennifer – done 12/12