



Northern Arizona Public Employee Benefit Trust (NAPEBT)  
Benefits Committee  
Coconino Community College  
2800 S Lone Tree Road, Flagstaff 86001  
Room 439  
January 8, 2019 – 1:00 p.m.

Minutes

I. Call to Order

The meeting was called to order by Shannon Anderson at 1:06 p.m.

II. Roll Call

Present:

Jennifer Caputo  
Shannon Anderson  
Natasha Smith  
Rosa Mendoza-Logan  
Jami Van Ess  
Lynn Hill  
Jennifer Moore  
Ginger Stevens  
Jeanie Confer  
Amy Girardo  
Kelly Deutsch

Absent:

Shane Dille  
Erika Philpot  
Dietrich Sauer  
Heather Dalmolin  
Aaron Genaro

III. 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.

IV. Approval of Minutes – December 11, 2018

Tasha moved to approve the minutes as written. Rosa seconded. Motion carried.

V. Discussion and Possible Action Items

A. OE Materials – Kelly

- a. A benefits summary is included with the current pricing. The basic information will be the same for all groups but summaries will be customized based on the agency's logos and benefit offerings.
- b. Decisions that need to be made
  - i. Number of pages
    1. Summary needs to be in four or eight page format for printing purposes
  - ii. Color schemes
    1. Any color scheme may be used

iii. Type of pictures

1. Any type of pictures may be used (medical for medical section and dental for dental section) or a theme (such as the outdoors)
  - c. Rosa moved that we have an 8-page benefit summary including outdoor pictures and colors to complement the NAPEBT logo and that Baker Tilly Vantagen will create a PowerPoint template for us to use and we will approve it at our 2/12 meeting. Jennifer seconded. Motion carried.
  - d. BTV will create a mock up with basic information and send it to us all by 1/25. Our committee will meet immediately prior to our next meeting on 2/12 to discuss recommended changes. Once we agree on basics, then each agency will customize their information.
  - e. Kelly will create timelines for Open Enrollment and will send them out prior to our next committee meeting on 2/12.
  - f. Kelly will send estimates on time needed to print summaries once they are finalized by each agency.
  - g. Kelly will build the template for our Open Enrollment PowerPoint presentation so all communications are cohesive. She will send it back within a couple days of the benefits summary being approved. Then, each agency can customize their presentation.
- B. Cost for website traffic monitoring
- a. Shannon moved to use the free google monitoring, review the report, and if we want something else we can bring it back as an agenda item. Rosa seconded. Motion carried.
- C. Final review of Admin Manual
- a. Shannon spoke to Jas Lee from BCBS on 1/7 to understand more about why the changes had been made. Shannon reviewed the recommended changes with the committee
  - b. Tasha moved to approve the Blue Cross Blue Shield changes and recommend the Trust adopt the yellow highlights at the February Trust meeting. Rosa seconded. Motion carried.
- D. Disability – review plan designs and start drafting scope of work
- a. We reviewed each agency’s information and started a comparison matrix. Amy will send a sample matrix with other items that will need to be included. We will compile the information to review at our next meeting.
- E. Program plan agenda/action items
- a. Review dental insurance RFP responses – we have not received any yet. Amy should receive them tomorrow. Segal will do the analysis and our committee will review the analysis and determine whether or not we want to move forward with a short list or a clear winner. Anticipate reviewing analysis at 2/12 meeting so we will add some additional time to our next meeting. Our plan is to award dental contract at 2/28 trust meeting.
  - b. Begin semi-annual administrative manual review to be effective 7/1 – there was not enough time for discussion

VI. Reports/Discussion Items

- A. EAP update – there was not enough time for discussion

VII. Standing Items

- A. Compliance updates – there was not enough time for discussion  
B. Training needs – there was not enough time for discussion  
C. Roundtable – there was not enough time for discussion

VIII. Pending Items

- A. Admin Manual
- a. 2/1 – EAP for CCC and County and City to Baker Tilly
  - b. 4/1 – EAP for all other agencies

IX. Agenda Items for Next Meeting

- A. Admin Manual – 1/1 telemedicine

X. Adjournment

The meeting was adjourned at 2:03 pm