

**NORTHERN ARIZONA PUBLIC EMPLOYEES BENEFIT TRUST
MEETING MINUTES
March 28, 2019**

The following consultants/vendors were present:

Amy Girardo	Segal
Nick Taylor	Segal
Quentin Gunn	Segal (telephonic)
Garrett Mahoney	Ashton Tiffany
Mallory Esquibel	Ashton Tiffany
Julie Almond	Vera Whole Health
Marina Teach	Vera Whole Health

The following Trustees were present, and a quorum was met:

Mike Townsend	Coconino County
Jami Van Ess	Coconino County Community College
Bob Kuhn	Flagstaff Unified School District

The following Alternate Trustees were present:

Rosa Mendoza-Logan	Coconino County Community College
Jennifer Moore	Flagstaff Unified School District
Shannon Anderson	City of Flagstaff

The following guests were present:

Katie Wittekind	Coconino County (Wellness)
Amber Baker	Coconino County (Wellness)
Dietrich Sauer	Coconino County Community College
Jennifer Caputo	City of Flagstaff
Dean Coughenour	City of Flagstaff
Margaret Penado	City of Flagstaff
Ginger Stevens	Flagstaff Unified School District
Dawn Anderson	Flagstaff Unified School District
Jeanie Confer	Coconino County Accommodation School District
Lauree Battice	NAIPTA
Lynn Hill	NAIPTA

1. CALL TO ORDER 10:11 a.m.

2. APPROVAL OF AGENDA

Unanimous approval of agenda items by the Trustees

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3. APPROVAL OF MINUTES February 28, 2019

Bob Kuhn made a motion to approve the minutes; Jami Van Ess seconded, motion approved.

4. ACTION ITEMS

A. Pharmacy contract

Mike Townsend

Ms. Girardo indicated that approving the new PBM, Employers Health Coalition, will not change anything, aside from issuance of new I.D. cards.

Ms. Van Ess asked for clarification of the contract year and price agreement. Mr. Taylor clarified that the PBM contract will have a term of one year, with a three-year price agreement.

Shannon Anderson motioned to approve new pharmacy contract for one year, with an effective date of 7/1/19; Jami Van Ess seconded, motion approved.

B. Discussion and possible board action/approval on committee updates

a. Clinic Committee

Bob Kuhn

i. Committee minutes (none)

Mr. Kuhn told the board that he will be presenting clinic lease renewal options at the April board meeting.

ii. Vera update

Julie Almond

Ms. Almond presented the clinic update, including enrollment process, clinic dashboard, and comments left by clients.

Ms. Almond indicated that the number of appointments scheduled is less than normal, but she believes this is due to bad weather. Scheduled appointments should increase in the coming months. She also notified the board that the clinic is now fully staffed.

Ms. Almond noted that the breathalyzer is on track to become fully operational in April.

Ms. Almond also indicated that the clinic will be evaluating the past three years' clinic outcomes to confirm that the model they are currently using still works

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properly. Finally, she noted that she would send the preliminary cost analysis to the board the following week.

No action was taken.

b. Finance Committee

Jamie Van Ess

- i. Committee minutes (none)**
- ii. Audit (tabled until next Finance meeting)**

Ms. Van Ess asked Mr. Mahoney if the audit is in its final stage and ready to be presented. Mr. Mahoney indicated that the audit has been sent to Ms. Van Ess for review, and said that he would send a reminder to her and a copy of the audit to all Finance members. He also noted that the audit will be ready for presentation at the April board meeting.

No action was taken.

c. Benefits Committee

Shannon Anderson

- i. Committee minutes (for review only)**

Ms. Anderson said that she is still working on the short-term disability contract. Mr. Townsend asked about the timeline for this contract. Ms. Anderson answered that short-term disability will not be ready until January 2020, and that anyone who has a July 1 renewal start date should renew.

- ii. PowerPoint presentation for open enrollment**

Ms. Anderson indicated that each agency will work on open enrollment individually.

No action was taken.

d. Wellness Committee

Katie Wittekind

Ms. Wittekind indicated that she will bring spouse incentive ideas to the board but would like to know what data need to be provided by the Wellness Committee in order for the board to accurately determine which incentives to proceed with. Board members discussed what they would like to see from the Wellness committee. They agreed that to begin, they would like to see the following:

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- engagement vs. participation;
- health risks; and
- feedback from at least 100 employees.

Ms. Wittekind indicated that she will begin a strategic plan to present at the April board meeting.

No action was taken.

e. Risk Management Committee

Dean Coughenour

Mr. Coughenour advised that there were no committee minutes or anything additional to report at this time.

No action was taken.

C. Discussion and possible board action/approval on vendor items

a. Segal

Amy Girardo

i. Monthly medical/pharmacy report

Quentin Gunn

Mr. Gunn presented an overview of NAPEBT's claims, expenses, and contributions for the period ending January 31, 2019. Key observations from the report included the following:

- Claims and expenses exceeded contributions by approximately \$435,000 for the month ending January 31, 2019.
- Through January, total enrollment has decreased 0.1% over the prior plan year's average.
- There were seven claimants with incurred claims in excess of \$150,000, three of which appeared on the report for the first time.
- The plan's rolling net medical trend was -5.4%, and the plan's rolling net pharmacy trend was 14.0%.
- Wellness payouts for the year were totaled approximately \$192,000.

No action was taken.

ii. Trust renewals of health and welfare plans

Ms. Girardo indicated that there was nothing to present at this time.

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No action was taken.

iii. Compliance and industry changes and trends

Ms. Girardo indicated that there was nothing to present at this time.

No action was taken.

iv. SHAPE renewal

Ms. Girardo presented a two-year SHAPE renewal contract.

Ms. Van Ess expressed that she would like to see a contract on a year-by-year basis. Mr. Townsend asked if there is a cancellation clause if they were to approve a two-year contract and then cancel after one year. Ms. Girardo said that she would look into these inquiries and come back next month with a one-year contract option.

No action was taken.

D. Discussion and possible board action/approval on other items

a. Ashton Tiffany evaluation and contract

Mr. Townsend said that the evaluations of Ashton Tiffany and Segal will be discussed at the April board meeting, after everyone has had a chance to complete the online evaluations.

No action was taken.

b. Segal evaluation and contract

Tabled until next meeting.

No action was taken.

E. Discussion and possible board action/approval on meeting wrap-up

a. 2018/2019 meeting project plan

Mallory Esquibel

Ms. Esquibel presented the 2018/2019 meeting project plan and made modifications for the April meeting based on board discussion.

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b. Review of action items and timelines

Garrett Mahoney

Mr. Mahoney presented the list of action items, which included the following:

- Mr. Mahoney will touch base with Ms. Van Ess regarding the 2017/18 financial statement audit presentation.
- Ms. Van Ess will add Dennis Maschke (Clifton Larsen Allen) to the April Finance Committee meeting agenda to discuss the audit.
- Mr. Mahoney will ensure that all members of the Finance Committee have been issued a copy of the audit to review prior to the audit presentation.
- Ms. Girardo (Segal) will revise the SHAPE contract proposal to reflect a one-year term and present a revised contract at the April board meeting.

6. CURRENT EVENT SUMMARIES/ANNOUNCEMENTS: None

7. NEXT REGULAR MEETING: April 18, 2019

8. ADJOURNMENT: 11:16 a.m.