



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

**MINUTES**

I. Call to Order: 1:06 p.m.

II. Roll Call

Members Present/Members Absent

Shane Dille - present

Jennifer Caputo - absent

Shannon Anderson - present

Erika Philpot - absent

Rosa Mendoza-Logan - present

Dietrich Sauer - present

Jami Van Ess - present

Lynn Hill - present

Heather Dalmolin - absent

Jennifer Moore - present

Ginger Stevens - present

Jeanie Confer - absent

Amy Girardo - absent

Aaron Genaro – absent

Quentin Gunn - present

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 – March 12, 2019

Minutes were approved – Dietrich Sauer moved, Ginger Stevens seconded, motion carried.

V. Discussion and Possible Action Items

A. Disability – review plan designs and start drafting scope of work

a. Shannon will follow up with County and CCASD to request their information for spreadsheet

b. Shannon will create a draft scope of work with decision point prompts

c. FUSD will lead procurement efforts

B. Admin Manual

a. Add telemedicine: Reviewed draft language in quick reference chart and approved. Shannon to add additional telemedicine handouts to Sharepoint.

b. Add new information on dental provider: Delta Dental was offered another contract after RFP process, so no changes needed.

c. Add plan design changes: Quentin will provide brief description of nutritional counseling and training benefit along with the BCBS contact information for the quick reference chart. Shannon will follow up with Amy on prescription drug changes (which pharmacy can an employee visit for vaccinations, which vaccinations can be requested at pharmacy, other changes outlined).

d. Add EAP information: Reviewed draft language in quick reference chart and approved.

e. Add Important notices: Shannon to follow with Amy and request assistance from Ash or Nancy with updates.

f. Other updates: FUSD requested the “except for FUSD” be removed from auto default language on page 24.

- C. Deductibles – calendar year vs. fiscal year: Shannon to follow up with Amy and request the list of pros and cons the Trustees have considered in the past and what a transition would involve, if NAPEBT wanted to make a change
- D. Life insurance beneficiary designation: Discussion about Arizona being a community property state and the lack of information for the employee, which could place employers in the middle when spouse comes to collect life insurance. Committee members would like to work with Baker Tilly Vantage to build in an explanation and if less than X%, then the employee would complete a waiver form.
- E. Program plan agenda/action items
  - a. Begin Review of HIPAA Manual: Each agency will load their HIPAA manual on the Sharepoint and we will begin reviewing in similar fashion to process used for disability coverage.
- VI. Reports/Discussion Items
  - A. Discussion about a meeting to discuss PowerPoint presentation for open enrollment. Lynn Hill will schedule a meeting with all benefit administrators for next week.
- VII. Agenda for Next Meeting
  - A. Administrative Manual Review and Discussion
  - B. Compliance Updates
  - C. Training Needs
- VIII. Review lists of other organizational committees brought by each commission member and possible action of creating liaisons for other diversity groups.
- IX. Adjournment at 2:00 p.m. with motion from Jami Van Ness, second from Ginger Stevens and all approved.