



Northern Arizona Public Employee Benefit Trust (NAPEBT)
Benefits Committee
Coconino Community College
2800 S Lone Tree Road, Flagstaff 86001
Room 439
May 14, 2019 – 1:00 p.m.

MINUTES

I. Call to Order

II. Roll Call

Present

Jennifer Caputo

Jeanie Confer

Amy Girardo

Rosa Mendoza-Logan

Jennifer Moore

Dietrich Sauer

Ginger Stevens

Absent

Shannon Anderson

Heather Dalmolin

Shane Dille

Lynn Hill

Erika Philpot

Jami Van Ess

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.

The meeting was called to order at 1:09 p.m.

IV. Approval of Minutes – April 9, 2019

The minutes were reviewed and approved. Ginger moved. Dietrich second. Motion carried.

V. Discussion and Possible Action Items

A. Disability

a. Information received from CC and CCASD

b. Shannon will start a scope of work – does Amy have a template? Yes. Amy will look email it.

B. Admin Manual

a. Will bring for final review in June

i. Add plan design changes for BCBS

1. Quentin will provide more information on nutritional counseling benefit and BCBS contact info for the Quick Reference Chart.

2. Regarding prescription drug changes, Rx would be any of the contracted pharmacies regularly contracted. Segal is working on a document listing the vaccines.

- ii. Add Important notices: Shannon to follow with Amy and request assistance from Ash or Nancy with updates. Amy will check with Ash and send it back to Shannon.
- iii. The FUSD exception was removed from auto default language on page 24.

C. Deductibles – calendar year vs. fiscal year

- a. Shannon requested information from Amy on a list of pros and cons the Trustees have considered in the past and what a transition would involve.
 - i. Amy referenced a 3/14/2006 memo and explained the history of the calendar year versus plan year. This was done due to the timing of moving to 3 plan designs and self funding.
 - ii. The group discussed advantages and disadvantages of moving to a calendar year plan. To change it would require disruption of the plan year, extensive communication, determination of how employees would get credit and that would have financial implications to the plan
 - iii. Since none of the agencies are currently having a problem with it, there's no compelling reason to change it, the committee decided not to move forward with a change.

D. Life Insurance Beneficiary Designation

- a. Committee members discussed the legal implications. Ash indicated that even creating a form would not necessarily be upheld in court and the employee would likely have to meet with their own lawyer to create an agreement.
- b. Due to Ash's input, legal implications, and lack of problems with this issue, the committee decided this is not something that the trust should own.

E. Begin Review of HIPAA Manual

- a. Committee members will upload their HIPAA manuals to Sharepoint. Next we will identify how to proceed. (CCASD doesn't have a HIPAA manual.)

VI. Program plan agenda/action items

A. Review Health Equity plan docs.

- a. The committee requested an update on what needs to be done.

VII. Reports/Discussion Items

VIII. Standing Items

A. Compliance updates

B. Training needs

- a. Can Segal provide an update to previous HIPAA training disks?
- b. Amy indicated the information on the discussion is sufficient for general training and do not need to be updated. Changes made in 2013 do not impact the information on the disk. Discussed the possibility of having Segal do training at a NAHRA meeting. Dietrich emailed Drew to check in.

C. Roundtable

IX. Pending/Future Items

A. \$120 Wellness Level 2 Incentive – can we make this an ongoing election?

- a. No, it is not allowed because you have to elect your FSA amount every year.

X. Agenda Items for Next Meeting

XI. Adjournment

- a. Meeting adjourned at 1:51