



Northern Arizona Public Employee Benefit Trust (NAPEBT)
Benefits Committee
Coconino Community College
2800 S Lone Tree Road, Flagstaff 86001
Room 439
June 11, 2019 – 1:00 p.m.

MINUTES

- I. Call to Order
Meeting called to order at 1:04 p.m.
- II. Roll Call
 - Present
Shannon Anderson
Jennifer Caputo
Amy Girardo
Jennifer Moore
Dietrich Sauer
Meg Miller
 - Absent
Jeanie Confer
Heather Dalmolin
Shane Dille
Lynn Hill
Rosa Mendoza-Logan
Erika Philpot
Ginger Stevens
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.
- IV. Approval of Minutes – May 14, 2019
The minutes were reviewed and approved. Dietrich moved. Jen Moore seconded. Motion carried.
- V. Discussion and Possible Action Items
 - A. Disability
 1. Shannon has not started on the Scope of Work but she has received info from Amy and will begin to work on it.
 - B. Admin Manual – the following was discussed and agreed to by all attendees
 2. Final review
 - a. Add plan design changes for BCBS
 - b. Added changes to telemedicine and EAP
 - c. Page 24 – took out exception for FUSD
 - d. Page 48/49 – Ash updated pharmacy information
 - e. Page 51 – added pharmacy vaccine information

- f. Quentin will provide more information on nutritional counseling and BCBS contact info for the Quick Reference Chart. BCBS said you call general BCBS number. Amy reminded us that we already have nutritional counseling, this is just an increase from 3 to 6 visits and the information is in the plan book. Shannon will add it under Medical PPO Network section.
- g. 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). Rx would be any of the contracted pharmacies regularly contracted. Segal is working on a document listing the vaccines.
- h. Shannon will add information about KVID to the reference, eligibility, retiree and ACA charts.
- i. Important notices: These will continue to be separate from the Admin Manual since it is not sent out regularly to employees

C. Begin Review of HIPAA Manual

1. We discussed the cost/benefit of doing a complete review of all agencies HIPAA manuals. Instead, we decided to create a checklist to review annually.
 - a. BAA agreements
 - i. Amy will check with Quentin on who is the holder of the BAA agreements with Baker Tilly. Each agency needs to have a copy of this on file in case we are audited.
 - ii. For auditors, we should look at contract that is in place for language that addresses HIPAA. If there is no language in place, the trust attorney should recommend language that needs to be included in the contract.
 1. If using their BAA, have our agency's legal team review it.
 - iii. Next meeting – we will review the list of who we should have BAAs with and who holds the master copies.
 - iv. Amy will forward HIPAA checklists.
 - b. Compliance
 - i. Things to consider:
 1. Were new hires trained?
 2. Was recertification done for current employees (every 2 years)?
 3. Verify current Security Officer is designated and posted appropriately
 4. Add to program plan along with the checklist
2. Are there other items the Benefits Committee members should verify each plan year?
 - ii. Amy will provide compliance and checklists.

VI. Program plan agenda/action items

A. Health Equity plan docs

1. Will discuss at next meeting. We will have a new one each year. We have to accept the document as a Trust, but each agency has to approve it (include adopted plan doc date and date resolution of trust meeting was done.)

VII. Reports/Discussion Items

A. Benefit Consultant Procurement

1. Options are to continue with RFP process every five years or extension through a cooperative agreement through One GPA. (Last time we did an RFP we didn't have the administrative services through Ashton Tiffany.)
2. Will have a contract discussion at the Trust meeting this week, so we will move this to an action item for next meeting.

B. Other Contracts

1. The discussion on other contracts will be postponed due to upcoming discussion on contracting and procurements at this week's Trust meeting (handout: NAPEBT Board Meeting Project Plan FSA and update Dental to show new dates). If needed, we will add it back to our next agenda.
2. Amy shows vision, life, COBRA, and FSA as due for renewal.

VIII. Standing Items

A. Compliance updates

B. Training needs

C. HIPAA training/update

1. There is a NAHRA meeting this Thursday so Dietrich will touch base with Drew. Amy will look into opening it up to their other clients in the area. We need to identify a date and time. Would like to have it at City Hall in order to stream and record it. Aim for September 12th.

D. Roundtable

IX. Pending/Future Items

X. Agenda Items for Next Meeting

XI. Meeting was adjourned at 1:57 pm.