

NOTICE AND MEETING NOTES OF THE ADMINISTRATIVE MANUAL REVIEW SUB COMMITTEE OF THE NORTHERN ARIZONA PUBLIC EMPLOYEE BENEFIT TRUST

Notice is hereby given to the general public that the ADMINISTRATIVE MANUAL REVIEW SUB COMMITTEE will hold a meeting open to the public on **Wednesday July 30th, 2014, 1:30pm at City Hall 211 W. Aspen Ave. Flagstaff, AZ 86001, Human Resources Conference Room**

MEETING NOTES

1. CALL TO ORDER 1:35pm

2. COMMITTEE MEMBERS PRESENT:

Katie Wittekind	NAPEBT
Tasha Wilson	Coconino County
Shannon Anderson	City of Flagstaff
Drew Baecker	City of Flagstaff
Jeanie Confer	Accommodation School
Lynn Hill	NAIPTA

3. ACTION ITEMS

Manual was reviewed and changes were made. A working draft of the manual is available upon request by contacting Katie Wittekind at (928) 527-6189

4. ACTION ITEMS NEEDING FOLLOW UP

Katie will change the term child to child(ren) from page 70.

Katie will ask FUSD about page 9 and page 51 COBRA like benefits

Page 12-15 notarized information needs to be decided upon

Page 17 enroll or change other voluntary benefits needs to be decided upon

Page 19 rules on vision plan for when an employee is also a dependent needs to be followed up on

City will check on leave information

Katie will get accounting services provider contact info for the Trust

Katie will ask Nancy about page 47 Voluntary External Review

5. ADJOURNMENT 3:30

6. NEXT MEETING AUGUST 13TH 1:30-3:30PM LOCATION TBA.