

**NORTHERN ARIZONA PUBLIC EMPLOYEES BENEFIT TRUST  
MEETING MINUTES  
August 19, 2015**

**The following Consultants/Vendors were present:**

Amy Girardo	Segal
Daljit Johl	Segal
Nathan Myrvold	Caremark

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

Jami Van Ess	Coconino Community College
Mike Townsend (Chairperson)	Coconino County

**The following Alternate Trustees were present:**

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

**The following guests were present:**

Dean Coughenour	City of Flagstaff
Katie Wittekind	Flagstaff Unified School District
Gayle Benton	Coconino Community College
Ginger Wischmann	Flagstaff Unified School District
Drew Baecker	City of Flagstaff
Tasha Wilson	Coconino County
Lynn Hill	NAIPTA
Erika Philpot	Coconino County

- 1. CALL TO ORDER** 1:07 p.m.
- 2. APPROVAL OF MINUTES** June 25, 2015 and July 30, 2015

**The Trustees unanimously approved the meeting minutes.**

**3. ACTION ITEMS**

**A. Discussion and Possible Board Action to Approve the Caremark Exceptions Process and 2016 Formulary**

**Daljit Johl and  
Nathan Myrvold**

Amy and Nathan explained that the Formulary changes will be adopted on January 1, 2016. A small number of members will be impacted by the changes. Nathan said there will be two letters sent to plan participants and their physicians to let them know about the changes. Daljit stated that there are more medications that are being excluded than in previous years.

Shannon asked if the email sent to Bob on the Preventive services could be sent to all of the Trustees for review.

Amy, Nathan and Daljit explained that NAPEBT's plans need to have an exceptions process in place to allow women's contraceptives to be paid at a zero copay for brand drugs on an exception basis when deemed medically necessary by an individual's provider. Caremark had also indicated they believe all preventive services including women's contraceptives need to be included on an exception basis, however, Segal suggested NAPEBT adopt the process for women's contraceptives only and manage other requests through an appeal.

**Unanimous approval by the Trustees to accept the exceptions process for women's preventive services.**

**B. Discussion and Possible Board Action to Review and Approve the Onsite Clinic and Property Insurance for the Clinic**

**Bob Kuhn**

Katie provided updates on the clinic. The opening date of the clinic is November 16, 2015. Katie said there are some issues with the internet connection in Page. Mike suggested the County IT department may be able to help with the connectivity in Page. Vera is working on the Business Agreement with Blue Cross of Arizona. Vera is still recruiting for a physician. The physician may not be in place during the first few weeks of the clinic but Vera has not recommended the clinic opening be pushed back. Vera will send the clinic informational packets to the participant homes.

Katie has drafted some information on the Whole Health Council and it is up to each agency to staff the Committee. Katie recommended 3 representatives from all agencies except 1 from the Accommodation School, 1 from NAIPTA and 2 from the College for a total of 13 members. The Council meetings will be held monthly. They are looking for people with finance and medical backgrounds to join the Council. The initial thought is that Katie will lead the Council once Vera steps out of the process.

Katie has heard concerns about the clinic from employees. Employees do not want a Concentra-like experience. They are afraid their insurance rates are going to increase as a result of the clinic. Several people want a naturopath approach to services offered. Shannon explained some people believe the cost of healthcare will go down. Dean explained that the savings can be tracked once the clinic begins providing utilization reports. He explained costs will increase the first year due to the ease of access to care. Katie has asked Vera to prepare communications to address the concerns.

Katie said that Healthwaves will manage the onsite biometric clinics this year.

Mike asked if there is anything that the Trustees can send to plan participants to help them better understand the clinic. Katie is sending information on the clinic in the wellness newsletters. She will provide information to the Trustees to be forwarded by leadership to their management team and employees.

Katie and Vera can present information to any of the NAPEBT employers on the clinic prior to its' opening of the clinic. Katie is going to present to the City's public works, leadership and extended leadership teams on her own. Vera and Katie will present to the Trust's Boards.

Bob explained that Vera has insurance on the clinic construction therefore the property insurance for the clinic can be reviewed during the September Trust Board meeting.

**No action was taken.**

**C. Discussion and Possible Board Action on the Trust Administrator Job Description and Role**

**Bob Kuhn**

Jami commented that Dietrich sent a job description to the committee and asked for feedback.

**No action was taken.**

**D. Discussion and Possible Board Action to Approve the 2014 Audited Financial Report**

**Bob Kuhn**

Shannon commented that the City feels NAPEBT needs to work on improving their investment income. All entities were fine with the report and did not have any further comment.

**Unanimous approval by the Trustees of the Report.**

**E. Discussion and Possible Board Action to Approve the Audit Engagement Agreement**

**Bob Kuhn**

Amy provided information on the cost of audits in previous years in comparison to this year.

**Unanimous approval by the Trustees of the audit engagement agreement.**

**F. Discussion and Possible Board Action to Approve the Trustee Retreat**

**Katie Wittekind**

Katie booked Thornagers for November 18<sup>th</sup> and 19<sup>th</sup>. The Trustees reviewed the Retreat agenda. A few modifications were made.

**No action was taken.**

**G. Discussion and Possible Board Action to Approve Modifications to the Wellness Incentives**

**Katie Wittekind**

Katie does not need approval yet, however, the wellness committee wants to keep the three tier wellness incentive program for now and not make any changes. Katie would like to allow plan participants to receive the second level of incentives if they receive their whole health exam at the clinic or in the community. The exam includes meeting with the physician, meeting with a health coach, a verbal health risk assessment and blood work. Mike thinks the marketing is good for plan participants to want to visit the clinic.

Katie said it is an education opportunity to get people into the clinic and to find out more about their own health. Shannon said she is happy people see the incentives as a positive.

**No action was taken.**

**H. Discussion and Possible Board Action to Approve the Aquaplex Corporate Membership**

**Katie Wittekind**

Katie explained that 97 employees/retirees have become members.

**With the exception of the City of Flagstaff who abstained from voting, all Trustees unanimously approved the renewal of the Aquaplex corporate membership.**

**I. Discussion and Possible Board Action to Approve Trust Financial Support of the Winter Aerobics Challenge Program** **Katie Wittekind**

Katie explained that for the last 2 years NAPEBT has offset the cost of the challenge for employees. Last year 41% of the participants (361 employees) in the Challenge were from NAPEBT. In the past NAPEBT agreed to subsidize up to \$5,000 per year with a dollar amount per participant up to \$5.00 per person. NAPEBT spent \$1,805 last year.

**Unanimous approval of the \$5.00 per person match per participant up to \$5,000 annually for the Winter Aerobics Challenge.**

**J. Discussion and Possible Board Action to Approve the Administrative Manual** **Shannon Anderson  
Katie Wittekind**

Shannon walked the Trustees through the Administrative Manual changes. The Trustees want to re-visit the retiree health eligibility language and re-employment of retiree eligibility language during the next Trust Board meeting. FUSD has a few items to review yet and provide feedback.

**No action was taken.**

**K. Discussion and Possible Board Action to Approve Offering Two High Deductible Health Plans** **Amy Girardo**

Amy reviewed the two High Deductible Health Plan (HDHP) options. The Trustees discussed the new HDHP option. It was requested that we add this item to the Retreat discussion. Dean asked if we are going to continue to offer a High Deductible Health Plan.

**No action was taken.**

**L. Discussion and Possible Board Action to Approve the Meeting Project Plan for 2015/2016** **Amy Girardo**

Several modifications were made to the Project Plan.

**No action was taken.**

**M. Discussion on the Review of Action Items and the Timeline** **Amy Girardo**

Shannon asked if the email sent to Bob on the exceptions process for women's contraceptives could be sent to all of the Trustees for review. Amy will forward the information.

The Trustees reviewed the Retreat agenda and a few modifications were made. Amy will update the agenda.

The Trustees want to re-visit the retiree health eligibility language and re-employment of retiree eligibility language during the next Trust Board meeting.

The Trustees asked that the 2<sup>nd</sup> High Deductible Health Plan (HDHP) option be added to the Retreat discussion.

Amy will update the project plan with additions and modifications made during the meeting.

The Committee will review the Trust Administrator role at the next meeting.

#### **4. EXECUTIVE SESSION**

The Trustees may vote to discuss any item on the agenda in Executive Session for consultation for legal advice with the attorney for the Trust pursuant to A.R.S. 38-431.03(A)(3) and (A)(4).

#### **5. CURRENT EVENT SUMMARIES/ANNOUNCEMENTS**

Northern Arizona Public Benefit Trust Members may present a brief summary of current events including communications received.

#### **6. NEXT REGULAR MEETING: September 17, 2015 (9:00 a.m. – 3:00 p.m.)**

#### **7. ADJOURNMENT – 3:54 p.m.**

The public is advised that the items on this agenda may be considered in any order and at any time during the meeting.

The public is invited to check for addenda which may be posted up to 24 hours prior to the meeting. This information and a copy of agenda background materials presented to Northern Arizona Public Employees Benefit Trust (with the exception of materials related to possible executive sessions) may also be obtained through Robert Kuhn at 3285 E Sparrow Avenue Flagstaff, AZ 86001, Telephone (928) 527-6000. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Robert Kuhn at (928) 527-6010. Requests should be made as early as possible to arrange the accommodation. I, Robert Kuhn, certify that this notice of public meeting prepared pursuant to A.R.S. § 38-431.02, was posted on the 18th day of August, 2015, at 9:00am.