

**NORTHERN ARIZONA PUBLIC EMPLOYEES BENEFIT TRUST
MEETING MINUTES
JANUARY 21, 2016**

The following Consultants/Vendors were present:

Amy Girardo	Segal
Madeline Zobel	Blue Cross Blue Shield of Arizona
Colette Severns	Blue Cross Blue Shield of Arizona

The following Trustees were present and a quorum was met:

Jami Van Ess	Coconino Community College
Jerene Watson	City of Flagstaff
Bob Kuhn (Chairperson)	Flagstaff Unified School District
Mike Townsend	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:

Katie Wittekind	Flagstaff Unified School District
Gayle Benton	Coconino Community College
Ginger Wischmann	Flagstaff Unified School District
Dietrich Sauer	Flagstaff Unified School District
Tasha Wilson	Coconino County
Lynn Hill	NAIPTA
Lauree Battice	NAIPTA
Shannon O'Neill	Trust Intern (Wellness)

1. CALL TO ORDER 9:04 a.m.

Unanimous approval by the Trustees to move Action Items H, I, J, and K up to following item A on the Agenda.

2. APPROVAL OF MINUTES December 17, 2015

Unanimous approval by the Trustees of the Meeting Minutes.

3. ACTION ITEMS

A. Discussion and Possible Board Action on Blue Cross Utilization Data Madeline Zobel

Madeline reviewed the claims utilization report. Madeline will gather more data on gastroenterology and provide it in a future Trust Board meeting. Amy will send the Blue Cross utilization report to Katie to forward to Vera.

No action was taken.

B. Discussion and Possible Board Action on Vera Onsite Clinic Update Katie Wittekind

Vera reviewed clinic utilization which includes 516 unique encounters or 9% of NAPEBT's population. They have had 975 visits including acute care = 388 visits, coaches = 191, physicals = 164, physical therapy = 118. Patient satisfaction of 60 surveys rated very high (above 4 on a scale of 1-5 in all categories) on availability, service, communication, facility, the front desk staff, and providers. Vera will call people who filled out a survey with a negative response. Overall satisfaction rate with clinic was 4.8 out of 5.

Workers comp: Started January 1st. CDL and Pre-Employment exams will begin February 1st. Pre-Employment exams can last for 2-hours. Respirator exams will be delayed 4 days but will be available Friday, February 5th. Police officer exams will be available beginning March 7th. Vera is developing a schedule and it will be available by March including physical therapy agency visits for ergonomic assessments, Vera lunch and learn will be offered on a monthly basis. Pre-employment visits will be made within 48 hours of the request.

Staffing: Vera hired one MA because one MA resigned and one RN left the clinic. Vera is hiring a temporary MA for the influx of pre-employment and workers comp visits. This can become a full time job if the activity level is high.

Page: Options for space for the Page clinic have been discussed: the hospital in Page and Compass clinic have space available. The goal is to have the open in April and in May to begin offering biometric screenings and HRA's as needed. It is anticipated physicals will be added by the 1st of September.

Calendar of closures: Jerene will provide Mike and Bonnie from Vera with a contact for updates on road conditions. Mike Townsend will contact Bonnie and Mike from Vera regarding weather conditions and what the county, schools, and city are doing if there are weather restrictions. The clinic will be closed July 15th. The clinic is closed twice a year for trainings and four times a year they will be closed on a Friday for protocol trainings. Vera will email the calendar to the board. Currently the clinic is at 80% of its capacity. Vera will bring back projections on capacity and utilization to the Clinic Operations Committee in March. Someone from the committee will report back to the board during the April Trust conference call meeting. The performance metrics will be provided by Vera as part of the reporting package.

Vera will create a standardized form for pre-employment exams for each agency to use. Vera will send to Katie to forward to all agencies to review by the end of the week. Katie will request the Vera presentation and calendar to provide to the Board.

No action was taken.

C. Discussion and Possible Board Action on Hiring the Trust Administrator **Bob Kuhn**

Bob distributed a list of Ashton Tiffany services for the Board to review. Bob wants each agency to make recommendations on those services for which the Board should obtain a quote. Bob asked that each agency return the list to him by the end of next week, January 29th.

No Action was taken.

D. Discussion and Possible Board Action to Approve the 2015 Audited Financial Report **Bob Kuhn**

Bob distributed the draft audit report to each entity for review. Bob requested that each entity provide Bob with any feedback on the audit report by the end of next week, January 29th.

No Action was taken

E. Discussion and Possible Board Action on Changing Trust Attorneys **Bob Kuhn**

Shannon presented information that the subcommittee (Margaret, Bob, Katie and Amy) created a list of requested services. A discussion took place on the Trust not needing to bid if the cost of services is under \$10,000. There was discussion that the committee would research firms that provide these services and obtain pricing. Shannon reviewed the list of qualifications the Trust is seeking from a law firm and she stated that the committee will review qualifications of the top two or three firms after research has been conducted. Shannon will schedule another meeting with the committee and they will bring back recommendations to the February Board meeting.

No Action was taken

F. Discussion and Possible Board Action to Consider the Williams Unified School District Request to Join NAPEBT **Bob Kuhn**

The board discussed adding the Williams school district to the Trust.

No Action was taken

G. Discussion and Possible Board Action on Minnesota Life Claims Experience Report **Amy Girardo**

This item will be discussed in the February Trust Board meeting.

No Action was taken

H. Discussion and Possible Board Action on Medical PPO Provider Network, Third Party Administration, Medical Claims Services and Stop Loss Contract Award **Amy Girardo**

Amy presented the information and discussed the stop loss insurance options.

Unanimous approval by the Trustees to accept the Blue Cross contract proposal as presented. Unanimous approval by the Trustees to increase the specific stop loss level to 300,000.

I. Discussion and Possible Board Action on Pharmacy Benefit Administration Contract Award

Amy Girardo and Daljit Johl

Bob and Amy presented the information on the results of the pharmacy RFP. Bob will follow up and find out if the Trust has a deposit on file with Caremark.

Unanimous approval by the Trustees to accept the CVS Caremark proposal as presented.

J. Discussion and Possible Board Action on 2016-2017 Contribution Rate Setting, Plan Design, and Reserves including the following:

Amy Girardo

- a. **Vantagen Baker Tilly Online Enrollment System Alex Module**
- b. **Discounting Opting Out of Mental Health Parity**
- c. **Wellness Budget**
- d. **Goals, Compensation Packages and Employment Entity for the Wellness Program Manager**
- e. **Trust Administrator**

Amy presented the information to the Trustees. A discussion took place among the Trustees. Jami is supporting a 4 percent increase and not a 5 percent increase to contribution rates.

The Trustees would like to know if Blue Cross could provide information on the migration of the plan members following enrollment to determine whether or not Alex is making a difference. The Trustees would like the wellness budget to be reviewed with them quarterly.

Amy will ask Blue Cross if they can provide the migration report for review at the end of the plan year in time to review the Alex system.

Katie has asked that her hourly rate be established at \$22.94 instead of \$22.49. Katie would like her pay to remain on an hourly rate. Shannon commented that the overtime regulations might require Katie's salary to be changed. Katie would like an allowance for her personal cell phone and the County's policy is to pay \$85. Katie will receive a travel allowance of \$125/month. She will move to the County as an employer and will receive core benefits. Katie reviewed her full package with the Trustees including where her email will be established.

Unanimous approval by the Trustees to change the reserve policy to 27.5% as the minimum and 33.3% as the target. Approval by three of the four Trustees to adopt a 5 percent increase to contribution rates. Unanimous approval by the Trustees to adopt subrogation, increase the in-network deductible by \$250 single and \$500 family to all medical plans and discontinue opting out of mental health parity effective July 1, 2016.

Unanimous approval by the Trustees to adopt the Vantagen Baker Tilly Online Enrollment System Alex Module.

Unanimous approval by the Trustees to adopt the wellness budget.

Unanimous approval by the Trustees to adopt Katie's compensation package and her employer will be moved to the County.

K. Discussion and Possible Board Action on Trust Renewals

Amy Girardo

Amy presented the Trust renewals.

Unanimous approval by Trustees to adopt all of the Trust renewals as presented. Three of the four Entities approved increasing the dependent age to 26 for dental (the City did not approve the increase).

L. Discussion and Possible Board Action on the Evaluation Tool and Process for Segal's Performance Review

Bob Kuhn

Shannon has only received six responses to the evaluation request. Bob asked that everyone submit responses by next Friday Jan 29th.

No Action was taken

M. Discussion and Possible Board Action on the Conflict of Interest Statements for Signature by the Trustees

Bob Kuhn

All board members completed the conflict of interest statements and returned them to Katie.

No Action was taken

N. Discussion on the Review of Action on the Administrative Manual

This item will be discussed in the February Trust Board meeting.

No Action was taken

O. Discussion on the Review of Action on the Audit and Accounting Services Contract

**Katie Wittekind and
Bob Kuhn**

This item was tabled until a decision is made on the trust administrator.

No Action was taken

P. Discussion on the Review of Action to Approve the Meeting Project Plan for 2015-2016

Amy Girardo

This item will be discussed in the February Trust Board meeting.

No Action was taken

Q. Discussion on the Review of Action Items and the Timeline

Amy Girardo

1. Amy will send the Blue Cross Blue Shield of Arizona Utilization report to Katie to forward to Vera.
2. Vera will create a standardized form for pre-employment exams for each agency to use. Vera will send to Katie to forward to all agencies to review by the end of the week. Katie will request the Vera presentation and calendar to provide to the Board.
3. Bob wants each agency to make recommendations on those services for which the Board should obtain a quote. Bob asked that each agency return the list to him by the end of next week, January 29th.
4. Bob requested that each entity provide Bob with any feedback on the audit report by the end of next week, January 29th.
5. Bob will follow up and find out if the Trust has a deposit on file with Caremark.
6. The Trustees would like the wellness budget to be reviewed with them quarterly.
7. Amy will ask Blue Cross if they can provide the migration report for review at the end of the plan year in time to review the Alex system.
8. Everyone will complete the Segal Evaluation by Friday Jan 29th.
9. Katie will update the manual with the recommendations from the Attorney and Shannon.
10. The following items will appear on the agenda for the February Trust Board meeting:
 - a. Segal Evaluation
 - b. Vera reporting
 - c. Trust Attorney
 - d. Minnesota life claims experience report
 - e. Review of the project plan
 - f. Administrative manual

4. EXECUTIVE SESSION: None

5. CURRENT EVENT SUMMARIES/ANNOUNCEMENTS: None

6. NEXT REGULAR MEETING: May 19, 2016

7. ADJOURNMENT: 1:00PM