

**NORTHERN ARIZONA PUBLIC EMPLOYEES BENEFIT TRUST
MEETING MINUTES
June 16, 2016**

The following Consultants/Vendors were present:

Amy Girardo Segal

The following Trustees were present and a quorum was met:

Jami Van Ess Coconino Community College
Shane Dille City of Flagstaff
Bob Kuhn Flagstaff Unified School District
(Chairperson)
Mike Townsend Coconino County

The following Alternate Trustees were present:

Erika Philpot Coconino County
Drew Baecker City of Flagstaff
Shannon Anderson City of Flagstaff
Margaret Penado Coconino County

The following guests were present:

Katie Wittekind Flagstaff Unified School District
Ginger Wischmann Flagstaff Unified School District
Dean Coughenour City of Flagstaff
Tasha Wilson Coconino County
Lynn Hill NAIPTA
Lauree Battice NAIPTA
Jeanie Confer Coconino County Accommodation
School

1. CALL TO ORDER 9:06 a.m.

The Trustees voted to move agenda item H ahead of item A on the Agenda.

Unanimous approval by the Trustees to modify the agenda as proposed.

2. APPROVAL OF MINUTES May 19, 2016 & June 2, 2016

Unanimous approval by the Trustees of the Minutes with the change of adding Erika Philpot to the attendee list for May 19th.

3. ACTION ITEMS

A. Discussion and Possible Board Action on Vera Onsite Clinic Update

Katie provided an update on the clinic. Update hours for Saturdays have been established at the clinic. Vera's reporting indicates an engagement level of 33%. Some questions were raised on the engagements figures. Dean mentioned a few problems have been raised on the administration of the workers comp but they are working through them as they come up. Bob said on the positive side their clinic is being visited by the City of Glendale for a review. NAPEBT members can go to any Vera clinic. The use of health coaching has increased. Dean would like a clarification of Workers Comp and Physical Therapy to be included in the Vera reporting to better understand what those categories represent. The County has received some negative feedback on Physical Therapy (PT) because appointments are not available. Shannon said Vera is going to address PT in their proposal for the operation clinic committee to review. Katie said the complaints she has received are problems getting appointments same day and for PT. Drew said some doctor notes for Workers Comp have come back that are not sufficient for her to understand the employee work limitations. Dean suggested that at the next clinic in-service Drew be given a few minutes to explain their need for information. Erika mentioned that the length of time until an assessment would next take place is not being indicated in the information provided to her. Shannon mentioned there is a return to work form that should be completed by Vera. Katie will discuss Drew's attendance at the in-service and the return to work form with Vera.

No action was taken.

B. Discussion and Possible Board Action on the Decision Making Process of the Whole Health Committee vs. the Trust

Katie indicated there are two groups that meet; the Clinic Operations Committee and the Whole Health Council. Mike indicated that there may or may not be times when the Trustees want to make decisions on the clinic that can be delegated. Mike suggested that the Trustees discuss this topic at the Retreat. He said the Clinic Operations Committee was developed to make recommendations to the Trust. Shannon thought the Committee was created for implementation only but Katie believes it could be used longer term but maybe they could meet less frequently. Mike said the meetings have been running 2 hours or more. A suggestion was made that maybe quarterly meetings could be established but Katie believes Vera may not be able to adjust to quarterly meetings. Bob said the Trustees are being billed every time Polly flies down for the meetings. The Trustees asked that Polly begin attending meetings via conference call in order to save money. The Trustees will discuss the roles and responsibilities of the Operations Committee and the Whole Health council during the Retreat. Bob said the last invoice from the clinic contractors has been received.

No action was taken.

C. Discussion and Possible Board Action on the Fiduciary Liability Insurance

Gina reviewed the renewal with the Trustees and responded to their questions. Segal recommends the Trustees renew with Chubb. The cost is \$11,788 total for 2016-2017.

Unanimous approval by the Trustees (without the College present) to accept the renewal offer from Chubb.

D. Discussion and Possible Board Action on the Administrative Manual

Margaret asked if other entities are offering coverage to retirees who are on long-term disability (LTD) or medical retirement. Shannon said if someone is retiring due to a medical retirement and if they are eligible because they meet all other requirements to elect the NAPEBT retiree healthcare they can do so. Erika indicated that their policy previously said that if someone was on LTD they could elect health care coverage under the retirement provisions. The County wants to know what others are administering. Someone who is on LTD receives their benefit through ASRS and they are then eligible to receive their health care benefits through ASRS. The County asked that the language be modified to grandfather certain employees hired prior to a date they establish under the old provision of medical retirement. The County will review dates to determine the date that should be used for grandfathering. FUSD discovered that they have been extending a two-employee contribution discount to an employee and retiree which will be discontinued effective 7/1/17.

Unanimous approval by the Trustees of the retiree section of the manual. Unanimous approval of the Administrative Manual by the Trustees incorporating the proposed changes.

E. Discussion and Possible Board Action on the Wellness

a. Points Due Date

A discussion took place on the due date for wellness points. Margaret asked that they be due by April 30th in order to obtain the reporting needed for open enrollment. Shannon asked how employers would be impacted if participants are hired in May. Katie said that with the new points tracking system she can obtain reporting real time from the system and she will not be reliant upon the Blue Cross system any more. The new system will be much more flexible. Tasha said it takes time to work with Vantagen on any questions that arise on who has obtained points for open enrollment. Katie would like to begin using the new portal and monitor the progress before making any changes to the timeline. Erika mentioned that the holiday weekend (Memorial Day) causes some issues with participants entering information at the last minute. The suggestion was made that a date in the middle of May is selected as the deadline. A discussion took place on the time period of open enrollment.

Unanimous approval by the Trustees to adopt the May 15th deadline for the points tracking deadline.

b. Regulations

Katie presented information on the new wellness regulations. Shannon wants to know if the 30% maximum incentive allowed includes prizes, etc. Shannon asked where the wellness notice will need to be displayed. Katie mentioned that the wellness program will continue to expand the program offerings to family members. Katie said NAPEBT could offer access to the portal to spouses and they can participate in programs and events. Shannon said the benefit of having the data from the spouse HRA's would be good to have but since the Trust is rolling out a new portal she suggests the employees use it first this next year and then in the following year they roll it out to the spouses. Erika said the

Trustees are only concerned with spouses that are covered under the medical plans. Katie recommended the discussion on spouses take place at the Retreat.

No action was taken.

F. Discussion and Possible Board Action to Approve the Retreat

A discussion took place on the dates and timing of the Retreat. It was agreed the Retreat will take place on November 16th and 17th in 2016. Amy and Katie will work on the Agenda.

No action was taken.

G. Discussion and Possible Board Action on the Administrative Processes Review Committee

Mike mentioned there are some issues with billing and eligibility processes at each agency with Blue Cross. The County will work through their issues with administration and share with other what they have done. Ashton Tiffany has asked that they meet with each of the HR teams. Amy commented that a coordinated meeting of employer administrators, Ashton Tiffany, Segal and Blue Cross should take place in order to review all processes in order to assure they are agreed upon.

The Administrative Committee participants will be Siri, Rosa, Jeanie, Jennifer, Tasha, Bob, Mike, Margaret, Drew and Jeanie. The Committee will want to document the administrative process in the Manual.

No action was taken.

H. Discussion and Possible Board Action to Approve the Administrative Services Contract

A discussion took place among the Trustees on the list of services in the contract.

A discussion with Ashton Tiffany took place to review the scope of services. The Trustees reviewed the list of additional services they would like included in the Scope with Ashton Tiffany and they will provide an updated scope of work including pricing.

No action was taken.

I. Discussion and Possible Board Action on the Trust Attorney

Shannon provided an update on the interviews of the Trust Attorneys that will take place on June 20, 2016. A recommendation could be brought to the Trustees during the June Trust Board meeting phone call.

No action was taken.

J. Discussion and Possible Board Action to Approve the Meeting Project Plan for 2016/2017

Amy mentioned that she will be working with Bob and Mike to develop the 2016/2017

Project Plan.

No action was taken.

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

Amy will fix the Minutes by adding Erika Philpot to the attendee list for the May 19th Trust Board meeting.

Amy will send a copy of the Project Plan to Ashton Tiffany.

Amy will contact Jacque Hall of Numbers Café and schedule a meeting to discuss administrative services.

Dean would like a clarification of Workers Comp and Physical Therapy to be included in the Vera reporting to better understand what those categories represent. Katie will request the clarification on reporting and also request that Drew attend the clinic in-service meeting to explain what is needed on the return to work forms.

Shannon will update the Administrative Manual.

The Trustees want to schedule a conference call Trust Board meeting in June to discuss the Ashton Tiffany contract and the recommendation on an Attorney.

The Retreat will take place on November 16th and 17th in 2016. Amy and Katie will work on the Agenda. Katie will notify Vera on the dates of the Retreat and book the Kilted Kat.

Katie will obtain a report on the use of the Alex/Vantagen system.

- 4. EXECUTIVE SESSION: None**
- 5. CURRENT EVENT SUMMARIES/ANNOUNCEMENTS: None**
- 6. NEXT REGULAR MEETING: June 28, 2016**
- 7. ADJOURNMENT: 1:00 p.m.**