



Gina presented the Fiduciary Liability insurance renewal from Chubb and a proposal from Euclid/Hudson. She discussed both options with the Trustees. A discussion took place on the payment of the premium.

**Unanimous approval of the Chubb renewal, payment of the recourse premium of \$100 by the Trustees, the remainder of the premium will be paid by the Trust and a review by an attorney will be done to confirm the premium payment change by the Trust is acceptable.**

**B. Discussion and Possible Board Action on the Onsite  
Clinic Insurance**

**Bob Kuhn**

The Trustees instructed Bob to have Kim Arringdale, the District's procurement officer, check on insurance for the clinic that may be available through Arizona State contracts.

**No action was taken.**

**C. Discussion and Possible Board Action to the Onsite  
Clinic Timeframe and Clinic Work Flow**

**Bob Kuhn and Vera**

Bob, Katie, and Polly from Vera discussed the timeline and workflow of decision-making. It is anticipated the clinic will open October 26, 2015.

Polly is hoping that Vera will coordinate the Trust incentives with the clinic incentives but there may be some modifications that are needed. Polly explained that when it comes to communications she wants to make sure that everyone is comfortable with the coordinated communication plan. Polly suggested a sub-committee would work on Best Practices, discovery about each audience and group. There may be some conversations on equity, internet access, and making sure the same information goes to everyone including those that do not have internet access. Other decisions include when and how the wellness biometrics will be taken, how the flu shot campaign will be handled, what will take place at the clinic when the staff is going to outside functions and helping decide the service levels for Page.

Katie thinks the sub-committee would prepare the incentive plan and make decisions on how to handle Page with final recommendations presented to the Board for approval. Katie recommends the implementation committee should move forward with the marketing plan and the wellness committee work through the wellness campaigns.

Bob suggested the Wellness committee take care of the wellness incentives. Bob and Shannon think the pre-employment and workers compensation initiatives should be a separate committee including participants from all agencies. Bob believes the marketing and communications plans need to be approved by the Trust.

Shannon believes the wellness incentives and activities should go through the wellness committee and be presented to the Trustees for final approval. Shannon believes the implementation committee should handle the marketing, communications, and coverage levels in Page. Worker's compensation and pre-employment will also be part of the responsibility of the implementation team including staff from each entity to review the workers compensation and pre-employment.

Bob, Dean, Tasha, Katie, Megan Miller, Shannon, Dietrich Sauer, Gayle Benton and a few others will be part of the implementation team. The Wellness Committee will take care of the wellness and incentive planning.

Katie recommends a July Trust Board conference call be scheduled to review incentives, the services for Page, and the communications plan. Katie will send a list of the implementation team members and email addresses to Polly. Polly asked Katie to determine good dates and times for the implementation meetings to take place.

Bob explained that the zoning is already in place for the clinic. Bob said he is being told by the City that it will take 4-6 weeks to get the building permits approved. Bob said he has three contractors from which to choose from to do the contract work. Bob will send the clinic contractor bid information to the employers and arrange a phone call with the Trustees to review any questions.

Bob said he will have Willis review the clinic for safety.

**No action was taken.**

**D. Discussion and Possible Board Action on the  
Publicity Signing of the Vera Contract**

**Bob Kuhn**

Bob will send copies of the contract to the Trustees. Bob explained that they want the mayor, elected officials, and other key members to participate in a ribbon-cutting event for the Clinic. A special public posting will need to be done for the meeting. Katie believes the second week in November should be appropriate for the official ribbon cutting date. The City and County elected officials want to schedule a joint meeting with Vera in September to discuss the clinic. A meeting will be coordinated sometime in September for the officials.

**No action was taken.**

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

**Bob Kuhn**

Bob believes the clinic and an investment advisor need to be the focus of the Trust Administrator when they are hired. The anticipated date of employment of the Administrator is in January. The Administrator will be responsible for the investment advisor RFP. The Chair will retain the responsibility of approving checks. The Trust could make the decision to have co-signers for the checks including the Trust Administrator. The Trust Administrator may be able to work from home. The Trust would also like the job to include preparing agendas, meeting minutes, and maintaining the project plan. Katie would like the Administrator to potentially also help facilitate benefits education and marketing. Margaret suggested that the open enrollment presentation could be managed by the Administrator.

Bob believes the hours should be 20 hours a week for an Administrator but the number of hours worked each week may vary. Bob explained that Katie would remain as an employee of the Flagstaff Unified School District.

Jami stated that she believes Blue Cross Blue Shield should be providing benefits education. Drew explained that Segal has helped her prepare a Benefits 101 presentation to help employees better understand how benefits work. Katie suggested the Administrator could coordinate the vendors attendance at employee meetings to provide benefits education.

Dean said he believes that no one thing works for communication of benefits. He believes mailing to the home, emails, Powerpoints, etc. are part of the toolbox that could be organized by the Administrator

for the employers but the Administrator would not be meeting with employees. The Administrator will be a facilitator.

Katie said that a decision needs to be made on who the fiscal agent will be that is responsible for the position. Jami suggested Katie remain with Flagstaff Unified School District and the Administrator be hired under the County.

Dietrich will send the draft Administrator job description to the Trustees.

**No action was taken.**

**F. Discussion and Possible Board Action on the Administrative Manual**

**Katie Wittekind**

The team has a meeting Monday to adopt all changes and add Health Care Reform changes. Katie will then send the Administrative Manual to the Trust attorney for review and back to Segal for posting of the document to the NAPEBT website.

Shannon said there are two changes on which she would like direction from the Trustees. The first is the option to allow an employee to drop employer coverage to go to the public exchange. The second option allows a spouse who drops their hours below thirty hours to go onto their spouse's plan of a NAPEBT employer. Drew explained that the decisions are separate decisions and the Trustees can make independent decisions on each. Amy was asked to check with Nancy Hakes if NAPEBT can not allow the employee to drop employer coverage to go the marketplace but allow only the dependents to drop coverage to go the marketplace.

**No action was taken.**

**G. Discussion and Possible Board Action on the Wellness Budget**

**Katie Wittekind  
Shannon Anderson and Ginger Wischmann**

**a. General**

Katie reviewed the wellness incentives budget with the Trustees. Her proposed budget for the year is \$31,154. Katie stated that her budget for 2015/2016 is \$154 more than the budget for 2014/2015 and projected budget for 2015/2016.

Shannon commented that the Winter Aerobic challenge was not included in the Wellness budget. Katie also indicated that programs for Williams are an extra \$50 per month and the Aquaplex corporate membership are not included in the total wellness budget either.

Jami suggested a discussion of the wellness budget should be added to the Retreat agenda for November. A discussion took place on the budget line items. Ginger suggested the Wellness Coordinator line item should be increased to \$63,500 and the separate line item for the Annual Retreat and Meeting Fees of \$3,500 could be removed. The Administrator would order lunch so it was suggested that the \$3,500 could be moved to the Administrator line item. The decision was made to move the 2016/2017 \$3,500 line item to the 2016/2017 budget line for the Administrator. The Trustees agreed to combine all wellness items in the budget along with the Williams fee of \$50 per month (annual \$600), the Aquaplex Corporate fee and the Winter Aerobics challenge to one wellness line item.

**No action was taken.**

b. Conference Costs

Shannon wanted to make sure we are adding in training dollars for other wellness team members in the wellness budget. Katie has added in her two team members to participate in the training. The budget now includes \$2,000 for the team.

The budget for travel and training for Vera will be added to the August meeting agenda.

**No action was taken.**

**H. Discussion and Possible Board Action on the Wellness/Segal Reporting 2015/2016**

**Amy Girardo  
and Katie Wittekind**

Amy will fix the typo in the Wellness reporting form and send the final form to all of the Trustees.

**No action was taken.**

**I. Update on the Status of Each Employer Adopting the Retiree Eligibility Policy**

**Bob Kuhn**

All employers have adopted the policy with the exception of the City. The City will adopt in July.

**No action was taken.**

**J. Discussion and Possible Board Action on the Medical and Pharmacy Request for Proposals**

**Amy Girardo**

Bob, Drew, Katie, Jennifer, Gayle, Rosa, and Margaret will participate in the Medical and Pharmacy RFP Committees. Scott from the City will manage the procurement process.

**Unanimous approval by the Trustees of the RFP and to have the successful bidder pay for the Segal's fees for the RFP process.**

**K. Discussion and Possible Board Action on the Retreat and 2015/2016 Trust Board Meeting Schedule**

**Bob Kuhn**

Bob said he would like wellness to be scheduled early in the agenda for the Retreat. The Retreat is scheduled for November 18<sup>th</sup> and 19<sup>th</sup> at the Kilted Kat.

**No action was taken.**

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

**Amy Girardo**

Ginger and Margaret will be on the Accounting and Audit RFP process and Bobbie from the College will be the procurement officer.

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**

**Bob will have an attorney review the change in premium payment process by the Trust of the Fiduciary Liability insurance to make sure it is acceptable.**

**The Trustees instructed Bob to have Kim Arringdale, the District's procurement officer, check on insurance for the clinic that may be available through Arizona State contracts.**

**A conference call Trust Board meeting will be scheduled in July to review the wellness incentives, services at Page, and the communications plan.**

**Katie will send a list of the implementation team members and email addresses to Polly. Polly asked Katie to determine good dates and times for the implementation meetings to take place.**

**Bob will send the clinic contractor bid information to the employers and arrange a phone call with the Trustees to review any questions.**

**Bob will send copies of the Vera contract to the Trustees.**

**The City and County elected officials want to schedule a joint meeting with Vera in September to discuss the clinic. A meeting will be coordinated sometime in September for the officials.**

**Dietrich will send the draft Administrator job description to the Trustees.**

**Amy was asked to check with Nancy Hakes if NAPEBT can not allow the employee to drop employer coverage to go the marketplace but allow only the dependents to drop coverage to go the marketplace.**

**Jami suggested a discussion of the wellness budget should be added to the Retreat agenda for November.**

**The budget for travel and training for Vera will be added to the August meeting agenda.**

**Wellness will be discussed at the beginning of the retreat. Jami suggested Katie gather information from the Trustees and the Wellness Committee to lead the discussion.**

**Amy will fix the typo in the Wellness reporting form and send the final form to all of the Trustees.**

**Ginger and Margaret will participate in the Accounting and Audit RFP process and Bobbie from the College will be the procurement officer.**

**Amy will update the Project Plan and send the revised copy to all of the Trustees.**

#### **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.

**None.**

## **6. NEXT REGULAR MEETING: To Be Determined**

## **7. ADJOURNMENT – 1:13 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 24th day of June, 2015, at 9:00am.