



**B. Discussion and Possible Board Action to Approve Timing of Adoption of Preventive Benefits Required under Health Reform** Amy Girardo

Amy reviewed several preventive benefit changes required under Health Reform and explained that, while one change was required to be effective July 1, 2014, all other changes could be adopted on July 1, 2015 unless the Trustees chose to implement them sooner.

**Unanimous approval by the Board of Trustees to accept all benefit changes with an effective date of July 1, 2014.**

**C. Discussion and Possible Board Action to Approve the Segal Contract Renewal** Trustees

Katie will mail the consulting survey results to the Committee.

**Unanimous approval by the Board of Trustees to renew the contract with Segal effective July 1, 2014. The Trustees will set up a meeting to discuss the results of the survey with Segal. The consulting contract will be bid for an effective date of July 1, 2015. The Trustees requested that the City manage the procurement.**

**D. Discussion and Possible Board Action to Approve Timing of Chairperson Transition** Trustees

The Trustees discussed the timing of the Chairperson transition from Flagstaff Unified School District to the City of Flagstaff.

**No action was taken.**

**E. Discussion and Possible Board Action to Approve Bidding the Accounting Contract** Trustees

The Trustees discussed the recent move from EBZH to Numbers Café for their ongoing administration services.

**Unanimous approval by the Board of Trustees to move forward with bidding the Accounting contract in the Spring. Kyle Mickelson will head up the RFP process. Finance team members from each agency will participate on the Committee. Segal will assist in drafting the RFP.**

**F. Discussion and Possible Board Action to Approve a Change to Retiree Eligibility for Benefits** Trustees

The Trustees discussed adopting a change in retiree eligibility for health insurance to 5 consecutive years with NAPEBT. The 5 years would be NAPEBT-wide so if an employee moves from one agency to another, the combined service would accumulate to the 5 year requirement. The City wants those employees under a medical retirement to continue being covered without meeting the 5 year requirement.

**Unanimous approval by the Board of Trustees to adopt the change in retiree eligibility for health insurance to 5 consecutive years with NAPEBT employers. Coconino Community**

**College will adopt the change effective January 1, 2014 and all other employers will implement the change no later than July 1, 2015.**

**G. Discussion and Possible Board Action on Administrative Manual** **Katie Wittekind**

Katie provided an update on the Administrative Manual. There have been challenges getting the team together to review the manual. The Committee has future meetings scheduled to discuss the Manual. Segal will draft the amendment for Jami to review and approve the retiree eligibility change. Legal counsel also needs to review the final document.

**No action was taken.**

**H. Discussion on the Implementation of CVS Caremark Pharmacy Plan Design Changes and Contract** **Amy Girardo**

Amy reviewed the plan design changes that were implemented by CVS Caremark. Several deadlines for implementation were missed by CVS Caremark and therefore plan design changes were implemented at various times throughout the 2013 – 2014 plan year.

**No action was taken.**

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

The report has not been finalized.

**No action was taken.**

**J. Discussion on Online Enrollment System** **Bob Kuhn**

Bob and Chris Grove report that all is going well with the online enrollment system. Flagstaff Unified Schools has received good customer service.

The County was supposed to receive a report last week that they have not yet received. The County said the system still requires manual entry for some items. The County is concerned because validation has not yet taken place. The County's life insurance plan has not yet been set up. The 800 number was very responsive and very helpful in answering questions for plan participants.

The College has had more time to set up their system but they did have a lot of back and forth conversations with the vendors. As of yesterday, the College was told the feed was fine and uploaded in the College Banner system. The College will verify the data.

Blue Cross had problems uploading data too so more timing needs to be built into the schedule in the future. The City is 12 to 24 months away from implementing the enrollment system.

Katie will schedule a meeting with Vantagen for a debrief of the online enrollment system process for all employers.

**No action was taken.**

## K. Discussion on Wellness Administration

Katie Wittekind

Katie just came back from the National Wellness Council meeting in Minneapolis. Katie thanked the Trustees for supporting her education.

The points tracking system through Alere has presented some challenges. The system tends to be non-functional during the last day or two of NAPEBT's enrollment period. There have been different issues every year with the system. This year the website went down and the system moved folks to a test site. Katie was able to access the system approximately only 50 percent of the time. It was also discussed that NAPEBT may want to use the Onsite clinic in the future in order to modify the Wellness program and administration. There may be a way to integrate the clinic into the administration of the program in the future.

The Committee has made a decision to recommend that NAPEBT not make changes to use of the Alere point tracking system. Katie created a paper tracking system that could be used on an as-needed basis. Katie will change how she administers the wellness plan to try to reduce the number of issues. She would like to spend funds to better market and explain the program. Katie is concerned that changing the program and moving it to another system may cause additional stress for plan participants. She thinks we have too many screenings now and we need to do a better job to manage the program that is currently in place.

Allison commented that she is concerned with the reports. Katie commented that reports have been updated and were provided to each employer.

Shannon did receive legal advice on the wellness program that she will share with Katie.

Katie just received results from Blue Cross on the wellness plan and is working with the Wellness Committee to review it and finalize it for presentation to the Trustees. However, NAPEBT is experiencing an improvement in its risk.

Katie has asked if she can submit a self-evaluation for consideration as part of her evaluation process. Katie would like the Trustees to re-evaluate her job title along with benchmarking her duties. Dietrich commented that someone in her role is typically a manager and not a coordinator. Typically, the title may be a Program or Project Manager. Katie is asked to manage the program overall as well as the vendors. Katie suggested a more appropriate title for her role might be Wellness Program Manager. Dietrich did not do a market study to determine appropriate salary for this role. SHRM may have a couple of templates for the job description. Dietrich will head up the evaluation process of Katie.

**No action was taken.**

## L. Discussion on the Onsite Clinic RFP Process

Amy Girardo

Katie provided an update on the RFP process. Several vendor questions have been asked. Data is being collected to respond to the questions.

**No action was taken.**

**M. Discussion on the Trustee Interviews Report**

**Amy Girardo**

Amy presented a summary of the Trustee Interviews report.

**No action was taken.**

**N. Discussion and Possible Board Action to Approve the Meeting Project Plan for 2014/2015**

**Amy Girardo**

The Project Plan was reviewed and there were a number of changes made by the Trustees.

**No action was taken. Amy will update the Project Plan and present it at the August 29, 2014 Trust Board meeting.**

**O. Discussion on the Review of Action Items and the Timeline**

**Amy Girardo**

**The Trustees will set up a meeting to discuss the results of the consulting survey with Segal.**

**The benefits consulting contract will be bid for an effective date of July 1, 2015. The Trustees requested that the City manage the procurement. Shannon will check with her Procurement Officer, Rick.**

**The accounting contract will be bid in the Spring. Kyle Mickelson of the County will head up the RFP process. Finance teams from each agency will participate on the Committee. Segal will assist in drafting the RFP.**

**The life insurance contract will be bid by Segal for an effective date of July 1, 2015.**

**All employers will adopt the change in retiree eligibility for health insurance to 5 consecutive years with NAPEBT employers. Coconino Community College will adopt the change effective January 1, 2014 and all other employers will implement the change no later than July 1, 2015. Segal will draft the amendment to the Administrative Manual for Jami to review and approve the retiree eligibility change.**

**Katie will work on the Administrative Manual with the committee. The Manual will then be reviewed by Trust legal counsel.**

**Katie will schedule a meeting with Vantagen for a debrief of the online enrollment system process for all employers.**

**Katie will check on locations for the retreat.**

**Dietrich will put together information on Katie's job title.**

**There were several changes made to the Project Plan which will be updated by Segal and presented during the August, 29, 2014 Trust Board meeting.**

4. **EXECUTIVE SESSION** – None

5. **CURRENT EVENT SUMMARIES/ANNOUNCEMENTS**

Allison has prepared a list of instructions for adding and deleting administrators/office users of the Blue Cross system. She needs the names of test-administrators from each employer who will help test the instructions for accuracy.

6. **NEXT REGULAR MEETING** – **Friday, August 29, 2014**

7. **ADJOURNMENT** – **12:25 p.m.**