

**NORTHERN ARIZONA PUBLIC EMPLOYEES BENEFIT TRUST
MEETING MINUTES
May 19, 2016**

The following Consultants/Vendors were present:

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|----------------|-------------------|
| Amy Girardo | Segal |
| Bonnie Sweeney | Vera Whole Health |

The following Trustees were present and a quorum was met:

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

The following Alternate Trustees were present:

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

The following guests were present:

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|------------------|-----------------------------------|
| Katie Wittekind | Flagstaff Unified School District |
| Ginger Wischmann | Flagstaff Unified School District |
| Dean Coughenour | City of Flagstaff |
| Tasha Wilson | Coconino County |
| Lynn Hill | NAIPTA |
| Drew Baecker | City of Flagstaff |

1. CALL TO ORDER 9:07 a.m.

Unanimous approval by the Trustees of the agenda.

2. APPROVAL OF MINUTES April 21, 2016

Unanimous approval by the Trustees of the Minutes

3. ACTION ITEMS

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

Bonnie provided an update on the Clinic and the items in process. The clinic has a cumulative member engagement of 29%. Participants are going to the clinic now to get their wellness points. Saturday appointments are generally being filled before Saturday.

Vera recommends appointment times not being used during the week be shifted to Saturday to add more availability. The Whole Health Committee will help market the change to the clinic hours. Mike asked if the Trust wants to make decisions going forward on cost neutral decisions or if they can be made at the Whole Health Council level. Shannon suggested that even if it is a cost neutral decision it should be brought to the Trust because there may be decisions that impact each agency separately. The Trustees would like an agenda item in a future meeting to discuss the decision making process of the Whole Health Committee vs. the Trust. The agencies agreed more Saturday hours would be good. One agency asked that the receptionist give his/her name when answering the phone.

No action was taken.

B. Discussion and Possible Board Action on the Trust Administrator Services

The Trustees discussed services offered by Aston and Tiffany (AT).

Unanimous approval by the Trustees to enter into contract negotiations with Ashton Tiffany to become the Trust Administrator for the fiscal year (2016/2017) beginning on September 1, 2016. The Board will review services with Ashton Tiffany in November 2016 to decide whether or not to continue a contract with them.

C. Discussion and Possible Board Action on the Wellness Update

Katie provided an update on the Core Health contract. Margaret and Dean reviewed the contract and they are working on the contract negotiation. A portal is expected to be available August 1st. There is a problem since the company offering the portal is a Canadian company and the vendor's legal counsel is reviewing the changes requested by the Trust attorney. Shannon commented that she also has worked through an issue with a Canadian company and Bob commented he has agreed to have the contract established in Washington. Bob said they could not sign a contract if the company does not agree to establish the contract in the United States. Bob asked if he could receive approval from the Trustees to move forward with a contract if the contract will be established in the United States. Mike wants to have this item brought back to the June Agenda. The Trustees would like a conference call meeting to discuss it. Katie mentioned that the site may not be up and running until August or September depending on when the decision is made. Katie has asked what is needed by the Trustees in order for them to make a decision. The Trustees want to review a copy of the contract and know where the contract will be established. Shannon asked what the plans are to communicate to employees not to put information into the Alere system because the Trust intends to move to this new system. Katie is concerned with timing of setting up the new site and marketing it to members. The data will not transfer from Alere to the new system. Shannon suggested that communication could be provided to plan participants to not enter their information in the Alere system. Katie said she could not communicate until she signs a contract but Erika, Drew and Bob said they think it can be communicated without a contract.

No action was taken.

D. Discussion and Possible Board Action on Approval of the Trust Chair Position Effective 7/1/16

The Trustees discussed who will serve as Chairperson beginning July 1, 2016..

Unanimous approval that Mike will become Chair on September 1, 2016 and Bob will co-chair until September 1 with a two-month transition period beginning July 1, 2016.

E. Discussion and Possible Board Action on the Compliance Update

Amy reviewed the update with the Trustees. The Trustees had some questions that Amy will research and provide responses.

No action was taken.

F. Discussion and Possible Board Action on the Summary Report of the Trustee Interviews

Amy reviewed the report with the Trustees. A discussion took place on the feedback on Vera. Bob and Katie commented that they have spoken with Vera. Shannon asked that time be given for Vera to make modifications and review their performance again at a future date.

No action was taken.

G. Discussion and Possible Board Action on the Segal Contract Renewal

The Trustees discussed the Segal contract.

Unanimous approval by the Trustees to approve the renewal of the contract with Segal for two months at the \$182,700 annual retainer amount and ten months at the \$167,475 annual retainer amount.

H. Discussion and Possible Board Action on the Bylaws Committee

Bob asked Shannon about the Bylaws. Ashton Tiffany will help the Trustees develop the Bylaws. Shane asked if the current Bylaws define roles and committees. Shannon asked if Ashton Tiffany could share some bylaw samples. Bob will request some sample Bylaws from Ashton Tiffany.

No action was taken.

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

The Trustees provided some modifications.

No action was taken.

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

The Trustees would like an agenda item in a future meeting to discuss the decision making process of the Whole Health Committee vs. the Trust.

The Trustees will review Vera's performance during the Retreat in November.

The Trustees will enter into contract negotiations with Ashton Tiffany. Ashton Tiffany has asked what tax returns are needed to be completed by the Trust and they want a copy of the financial statements.

Bob will help Mike until September with the transition to the Chair position and he will help with the transition to Ashton Tiffany.

All of the agencies will send Amy the language they want to use for temporary employment.

The committee working on the recommendation of an attorney for the Trust will conduct phone interviews of the candidates.

Bob will ask Ashton Tiffany for sample copies of Bylaws.

- 4. EXECUTIVE SESSION: None**
- 5. CURRENT EVENT SUMMARIES/ANNOUNCEMENTS: None**
- 6. NEXT REGULAR MEETING: June 16, 2016**
- 7. ADJOURNMENT: 12:47 p.m.**