

**Central Washington Public Utilities
Unified Insurance Program-Special Trustee Meeting
Conference Call October 11, 2018
Meeting Minutes**

Roll Call:

The meeting was called to order at 9:00 a.m. by Vice Chair Hubbard in the absence of Chair Wenner. The following individuals were in attendance:

<u>Public Utility District</u>	<u>Trustees</u>	<u>Alternate Trustees</u>	<u>Administrators</u>
Franklin PUD		Sylvia Hubbard, Vice Chair	
Douglas PUD	Barbara Davis		
Ferry PUD	Marilee Kuehne		
Okanogan PUD	Don Coppock		Dana Kincaid
Pend Oreille PUD	Lloyd Clark		Shanna Rice
Benton PUD		Jody George	
Grant PUD		Darla Stevens	

UIP BPA: Stacie Frank

UIP Auditor: Brett Bergeson

Alliant: Kim Chawes, Schuyler Briscoe

CliftonLarsonAllen: Connie Olson

Meeting Minute Approval

- June 21, 2018
- July 24-25, 2018
- August 15, 2018

Minutes from July 24-25th page eight (8), second paragraph of the Treasurers Report should read “Premera pulls claims on a weekly basis by PUD and automatically deducts the amount of the claims from the Contingency bank account. The weekly claims invoices are received, printed and reconciled at the end of the month to the Group Experience Report received from Premera.” as clarified by Connie Olson.

Motion to approve June 21, July 24-25, and August 15, 2018 minutes as received contingent upon amendment to July 24-25 minutes as recommended by Ms. Olson was made by Trustee Davis, seconded by Alternate Trustee George. Motion passed unanimously.

2019 Wellness- Vice Chair Hubbard recapped last month’s conversation regarding the continuation of the same wellness incentive through 2019 to be paid out in 2020 with reference to the outline provided in meeting packet distribution email. Trustees shared that the 3-part process that is currently in effect is working well. Trustee Davis requested clarification on IBEW thoughts on moving forward. Alternate Trustee George indicated that she and Chair Wenner had a meeting with Brian Gray, IBEW Business Representative, which included conversation the wellness incentive. They both felt that he was comfortable with rolling the same program. Vice Chair Hubbard voiced concern that we get to a point of receiving measurable data in order to ensure that our efforts are a benefit to the UIP plan as a whole. Trustees discussed biometric screening where Alternate Trustee George reported that Biometric screening with Catapult has been a pleasant experience thus far and she is excited to see how the screenings go which are being scheduled for later in October. Ms. Frank pointed out that she was able to gather some resources at the AGRIP conference that may help with a solution to receiving measurable results when utilizing various providers for actual screenings.

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Motion to roll the 2018 3-part wellness event to 2019 in order to qualify for 2020 wellness incentive was made by Alternate Trustee Stevens seconded by Trustee Davis and passed unanimously.

BPA expenses- Vice Chair Hubbard recapped conversation from September's special meeting in regard to BPA Expenses in order to get further clarification. Trustees discussed that Chair Wenner had previously questioned CWPU Chair Willenbrook and Vice Chair Coppock in regards to authorizing the UIP Chair/Vice Chair to approve expenses surrounding employment of the BPA position. This has been approved and written permission has been received to allow the UIP Chair/Vice Chair to have this authority.

Vice Chair Hubbard indicated that further clarification is needed in regards to the \$10,000 travel/training expense budget and if trustees are comfortable with giving this authority to the Chair/Vice Chair. Trustees discussed concern that some may want to be involved in approving these expenses in order to ensure that the trainings/conferences that are being attended provide a benefit back to the CWPU UIP group as a whole. Trustees Clark and Davis as well as Alternate Trustee Stevens and Mr. Bergeson voiced that they are comfortable with the Chair and Vice Chair having this authority. They indicated that the Chair is more involved in the day to day workflow of Ms. Frank's position and it would also enable quick turn around on taking advantage of early bird specials. They requested that when Ms. Frank has training opportunities arise, she provide information to the Trustees for general knowledge, to be able to send questions or allow for others to take advantage of the same trainings.

Outcome/Future Action: Ms. Frank will add this to next agenda as a motion item.

Open Enrollment- Ms. Chawes reported that all member utilities have their materials for 2019 open enrollment. Trustee Davis voiced concerns that the Summary of Contract Changes have not been approved, and once approved there is a potential 30-day delay in having SBC's available for distribution. Alliant advised that although SBC's are required to be made available to employees during open enrollment, the risk associated with not doing so is minimal as long as they are made available as soon as they are received. Alliant could even potentially take current SBC's and update them rather than waiting for Premera.

Summary of Contract Changes (SOC) Update-Alliant gave a general overview surrounding the Summary of Contract Changes and the 3 points of decision making; Opioid management, male sterilization benefit, as well as male contraception coverage. Trustees determine that there is not enough data at this point surrounding the costs or what is covered in each option to make a decision. Alliant had requested that Premera be on the call today but they were unable to attend.

Outcome/Future Action: Ms. Chawes will attempt to get further clarification on the 3 points of decision making as well as attempt to have Premera available for conference call during our quarterly meeting on the 24th of this month. If there are additional questions that trustees have prior to that meeting they can reach out to Ms. Frank to compile responses and report on the 24th.

STD Template- Ms. Chawes reported that the Short Term Disability administrative document should be ready by the end of next week. Vice Chair Hubbard reminded Trustees that the driver for this STD administration document is to have a document in place as we are reviewing the possibility of a voluntary plan to satisfy the PFML and the implications it may have on the disability plan.

36 Month COBRA Extension-Trustee Davis provided brief summary of her conversation with Rehn & Associates surrounding the concept of extending COBRA to 36 months for retirees. Trustees discuss that this could potentially provide a solution for bridging the healthcare gap with early retirement. Ms. Frank clarified she is still researching the regulations

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regarding extending COBRA coverage and whether it can be done for just early retirees or if it would need to happen across the board. She also points out the alternate option provided by Rehn & Associates that would allow a retiree class which they would administer payment from members and not charge the 2% admin fee. Trustees are interested in researching this further as well as knowing the potential impact to the plan.

Outcome/Future Action: Ms. Frank will work with Alliant and Rehn & Associates to continue pursuing this as an option.

Benefits Program Administrator-Update on Work Objectives

Vyond (formerly GoAnimate)- Ms. Frank reported that this has been renewed for the coming year and a request has been sent to Premera for their reimbursement of the \$2,500. She requested info on ideas for initial clips that may be beneficial so she can use those as she is learning how to use the software. Trustee Davis points out that Opioid management services may be a good topic since it is such a huge issue right now and potentially a changing in the plan for the coming year.

Accounting Services RFP-Ms. Frank indicated that the current contract with CliftonLarsonAllen is expiring at the end of the year. The RFP is in the final stages to be sent out on Monday, October 15th. She also indicates this will be a short turnaround time and she will do her best to provide data to all Trustees as timely as possible so an informed decision can be made.

Premera Audit- Alliant as well as Ms. Frank reported that we still do not have an answer from Premera regarding what they are able to do for the targeted audit and 100% electronic screening analysis request. There was extensive conversation regarding concerns of transparency from Premera and whether or not we convert the 40 targeted claims to random and just move forward with the audit. At this time, indication from Premera on what the options are available is still pending. We potentially can approach this subject with Premera in our quarterly meeting on the 24th if they are able to call in.

Paid Family & Medical Leave (PFML)- Vice Chair Hubbard and Trustee Locke were able to attend the ESD meeting with the Port of Pasco last week. Questions received will be distributed with answers as far as they were available. Hubbard points out that rules surrounding benefits and coordination with time and/or benefits already established have not been determined. Final rules for parts 2 and 3 (premium collection and reporting) will be established on November 2nd with more detail on the rest of the phases not being rolled out until mid-2019. Ms. Frank, Hubbard and George were able to sit in on a webinar yesterday presented by AWC and Summit Law Group. They concurred with the thought that it is still early in regard to establishing a voluntary plan as the rules surrounding it have not been established. Trustee Davis requested to share training opportunities and resources as they arise as she has not been able to gather a lot of information from what ESD has made available to this point. There is an open town hall meeting set up at opentownhall.com which is a useful tool in posing questions and reading responses to questions already asked.

Life Flight-Ms. Frank reported that she has been able to determine LifeFlight is indeed a HRA VEBA reimbursable item as the membership exclusively provides a benefit that is a 213(d) expense. This has been confirmed by Gallagher as well as LifeFlight. She has provided a flowchart of how the membership would work with the current Premera plan. Questions, edits or concerns can be directed to her.

Site Visits-Ms. Frank has been able to visit with all locations except Douglas which she is working on establishing an opportunity. She thanks everyone for taking the time as it has been a great benefit to get to know each member utility a little better.

AGRIP Conference-Ms. Frank and Alternate Trustee George attended the AGRIP conference in Portland last week. Both indicate that it is a great networking opportunity and they were able to get take away points from all sessions they attended. There is by far a majority of liability pools and very few health pools in attendance. Alternate Trustee

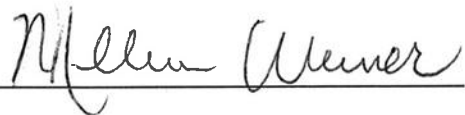
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George reported in more detail a concept she found that she thought might be applicable to CWPU UIP and the marketing of the pool as has been indicated in our strategic plan. The concept surrounds requiring potential candidates to provide funds up front to help cover losses in the case of poor claims experience in the first year with potential refund of unused funds. She has provided details to Chair Wenner and there could be more to come as the idea of marketing becomes more of a reality. Overall they recommend other Trustees take advantage of the AGRIP conference opportunity.

Quarterly meeting October 24th at Grant Trustee Stevens requests that the discussion of WA Paid Sick Leave and how it relates to the CBA provision of requiring a minimum of 40 hours PTO be used annually be added to the agenda at our General meeting on the 24th.

Meeting Adjourned at 10:35 a.m.

Approved by Trustees on October 24, 2018

x 

Melina Wenner, CWPU UIP Chair

/sjf