

Meeting Minutes
Central Washington Public Utilities
UIP (Unified Insurance Program) Quarterly Trustee Meeting
Wednesday, January 22, 2014, at 10:00 a.m.
Benton County PUD (Auditorium)

Roll call / introductions / additional agenda items:

The meeting was called to order at 10:00 a.m. by Chair Allison Jubb. Those present were:

<u>PUD</u>	<u>Trustees</u>	<u>Alternate Trustees</u>	<u>Administrators</u>
Benton	Allison Jubb	Jody George	
Douglas	Barbara Davis*		
Ferry	Marilee Kuehne*		
Franklin		Sylvia Hubbard	
Grant	Darla Shannon		Leah Knopp
Okanogan	Don Coppock	Laura Richards	
Pend Oreille	Paul Boxleitner		

Treasurer: Phil Law, Grant PUD

Mercer: Suzanne O'Neil, Lindsey Gauper, Jeff Scalph

CliftonLarsonAllen: Connie Olson

Premera: Carmen Winters, Amy Roosa, Nancy Moore, Tyler Allred

* participated via conference call

Approval of Minutes:

The group considered the draft minutes of the October 23, 2013 meeting. No other comments were offered regarding the draft minutes.

Motion was made by Trustee Coppock and seconded by Trustee Boxleitner to approve the regular meeting minutes of October 23, 2013 as written. Motion passed by unanimous vote.

Premera:

Carmen Winters reported on the Knowledge Services report and gave a brief overview of each section with the help of the other 3 Premera representatives that were present. Some highlights are as follows:

- If CWPU/UIP were to go outside of Central/Eastern Washington for providers it would be over \$1 million more than we are currently paying.
- Electronic EOB Campaign will reduce administrative costs by of \$1 if 20% participation and up to \$2 if 40% member participation in online access to Explanation of Benefits.
- Premera is sending out cards that will help educate members on prior authorization requirements and processes. Currently there is no penalty for not having prior authorization forms, but Premera is moving that direction.
- Carmen has magnets with Premera's Nurse Line contact information and will send to each utility; each utility should email Carmen with how many to send.
- Carmen handed each Trustee the self-funded health plan information recipient list and reminded them that this needs to be updated each year for Premera to stay compliant with HIPAA regulations. These need to be returned by January 31st. Carmen will also send this out electronically.

Treasurer's Report:

Connie Olson from CliftonLarsonAllen reviewed the 2013 Audit report and the Trust Income and Disbursement Report for October 1, 2013 through December 31, 2013. She reminded the group that the financial statements are accessible online at the State Auditor's Office website. The cost for the 2013 audit was approximately \$5,800. Next year's audit will include a 2014 financial audit and a 2013/2014 accountability audit.

Motion was made by Trustee Boxleitner and seconded by Trustee Coppock to approve the Report of Trust Income and Disbursement Transactions for October 1, 2013 through December 31, 2013. The motion passed by unanimous vote.

Report from the Broker:

Broker Scalph reported on the experience reports for medical and dental for August 1, 2013 through December 31, 2013 and August 1, 2012 through July 31, 2013 as follows:

- Pre-Renewal Projections – Broker Scalph reviewed the most recent projection of costs for the medical plans which included both active and retirees. He gave both five and 12-month increases. After reviewing the numbers, the group felt that revised numbers should be created that didn't include the ACA required Reinsurance Fees as they could be paid from the Trust reserves.
- Unbundling of Medical/Dental/Vision – Broker O'Neil discussed the \$1 administrative fee that could be removed from the unbundled CDHP vision/dental employee contribution. This will be further discussed at the next Admin meeting.
- Legislative Update – Broker O'Neil handed out two GRIST hand-outs
 - GRIST Report: Health and Welfare – Dependents cannot enroll on dental/vision unless employee has primary coverage
 - GRIST InDepth: PCORI fees are due July 31st on IRS form 720 for all active employees, retirees and COBRA members
 - The question was asked whether or not CWPU/UIP needs a Tax ID number; Phil will follow-up on this and get back to the group.
 - Discussed \$1 per member on all active, retiree and COBRA for 2014, this will increase to \$2 per member in 2015. Need to discuss how this is going to be calculated as there are four alternatives for calculating the headcount.

Biometric Results:

Chair Jubb discussed how Biometric results from the recent screening event will be used to make a decision for this next year.

- Wellness – The group discussed several options with Broker O'Neil on what the current years' wellness activities should be. It was decided to have Broker O'Neil meet with Trustee Shannon and Alternate Trustees George and Davis to discuss a list of options and make a decision for the group.

Committee Reports

Trustee Coppock provided a role of Financial Committee Report listing all responsibilities and actions since the last UIP meeting. Each lead role member needs to provide a write-up of what their role/duties are at each UIP meeting.

Calendar Items

- A longer meeting for April will be needed since there are so many agenda items. We should consider having this meeting in Spokane for Mercer's convenience in case they need to get further information or run new reports.

- Since open enrollment will be from mid-October to November, maybe having a meeting in September with Mercer is necessary, in addition to the regularly scheduled meeting in October.
- It was brought up whether the group thought that there should be an Administrator's meeting held every month still. It was decided to keep the dates on the calendar and if there weren't enough agenda items to discuss then it could just wait until the next month.
- If the plan year does get changed to January through December then the contract paperwork will need to be changed with Mercer.

HIPPA

Chair Jubb, Vice Chair Shannon and Broker O'Neil met and would like HIPPA wrapped up by September 2014. It was decided that basic HIPAA training could be beneficial for the Trustees. The group discussed a potential training date on March 7, 2014? Trustees were asked to let Chair Jubb know if this date would be appropriate by January 31, 2014.

Report of Admin Hours

These hours will be reported at the next UIP meeting.

The next quarterly meeting is scheduled for April 23, 2014, in Spokane at a location to be determined.

The meeting was adjourned at 3:18 pm.

Approved by Trustees on April 23, 2014



Darla Shannon, Chair

Agenda/Minutes Distribution:

Trustees

Barbara Davis
Marilee Kuehne

Darla Shannon
Don Coppock
Paul Boxleitner

Alternate Trustees

Jody George
Gary Ivory
Sue Nush
Sylvia Hubbard
Annette Hernandez
Laura Richards
John Jordan

Public Utility District of:

Benton County
Douglas County
Ferry County
Franklin County
Grant County
Okanogan County
Pend Oreille County

Administrators/Others:

Leah Knopp	Grant PUD
Suzanne O'Neil	Mercer H&B
Jeff Scalph	Mercer H&B
Lindsey Gauper	Mercer H&B
Connie Olson	CliftonLarsonAllen
Lee Colclasure	CliftonLarsonAllen
Tim Nies	UIP Auditor-Franklin PUD
Phillip Law	UIP Treasurer - Grant PUD
Cary West	UIP Assistant Treasurer – Grant PUD
Bob Sebris	CWPU Labor Counsel

CWPU Managers:

Chad Bartram	Benton PUD
William Dobbins	Douglas PUD
John Friederichs	Ferry PUD
Ed Brost	Franklin PUD
Tony Webb	Grant PUD
John Grubich	Okanogan PUD
John Jordan	Pend Oreille PUD

Meeting Notices/Agendas/Minutes posted on www.grantpud2.org/cwpu and sent to:

Shannon Stuber	DES – Risk Management - State of WA
Steve Hendrickson	IBEW Local 77