

Meeting Minutes
CWPU UIP (Unified Insurance Program)
Special Trustee Meeting
Thursday, February 13, 2014
Douglas County PUD

Chair Allison Jubb called the meeting to order at 9:30 a.m. with the following present:

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

*By telephone

**Others in attendance - Karrie Buescher, April Owen

1. Discussion of Chair and Vice-Chair Elections – Chair Jubb started the discussion about filling the Chair and Vice-Chair roles due to the upcoming vacancy being created by her resignation from Benton PUD and subsequently the UIP Chair role. Chair Jubb explained that the Chair position is a lot of work due to the increasing complexity of benefit administration. There are now several new expectations on the Trust.

An example of this is the Strategic Planning that preceded the bargaining negotiations this time. Chair Jubb suggested that this strategic planning be done again in the future in the year prior to negotiations as she noticed considerable appreciation from the GMs for this proactive work. Because of this, and the increasing benefits complexity, the need to establish administrative help becomes paramount. The concept is not new as the Trust has been reviewing this type of assistance since the Benefits Program Manager was vacated. Also, because of the numerous duties of each of the Trustees at their local PUDS, it is hard to get commitment from the Trustees for additional UIP work/duties.

Lastly, Chair Jubb noted that the GMs will need to approve the bill back to each utility and should be involved in the decision to hire the position.

Vice Chair Darla Shannon has expressed a willingness to take on the Chair role. Chair Jubb asked if anyone else had interest in the position. There were no other Trustees that showed interest.

Chair Jubb asked if anyone had interest in the Vice Chair role. Sylvia asked if we could review the administrative support position prior to continuing our discussion on the Vice Chair position.

2. Vice Chair Shannon reviewed a proposal for administrative help. The position currently would be focused on providing administrative support. Some of the questions/concerns that were brought up were:
 - Would it be better to establish a percentage per year that we anticipate the position working for the Trust and include the cost of benefits and overhead?
 - Would the person be responsible for doing open enrollment at each of the utilities?

- This position should be the coordination point for open enrollment materials each year.
- EIAC – Should this person be the facilitator of this group? Could Mercer act as the facilitator or could it be co-facilitated with the IBEW?
- Would the lead roles continue or would this person take over this work?
- Administrative support should be closer in cost to \$50-60K as opposed to \$92K.

Chair Jubb suggested that a market review of a Benefits Administrator be done. Until then utilize the current agreement in place to pay for the UIP administrative costs and Grant can charge for additional hours when they occur. Chair Jubb also suggested that we consider paying for additional benefits training for the position in order to get the person up to speed more quickly. Several members suggested and agreed with increasing the work of the position over time (such as a learning curve). With regard to pay issue, Vice-Chair Shannon indicated that GM Webb may discuss it with the other CWPU GMs later in the day during a break in the negotiations.

Vice Chair Shannon asked if this structure were put in place, would others consider being the Chair in the future. This question was moved to the April meeting as the Trustees would like to consider this before responding. Vice Chair Shannon indicated that while she is interested in chairing the Trust now, she is not considering to be in the role for the next 15 years.

3. Elections - Chair Jubb asked again if anyone was interested in the Vice Chair role. Alternate Trustee Hubbard and Trustee Coppock indicated that they may be interested in the position, but would like to wait until April to make a decision. The group was comfortable with the Vice Chair not being filled at this time.

Trustee Coppock moved to elect Darla Shannon as UIP Chair effective March 6, 2014, replacing Chair Jubb. Trustee Boxleitner seconded the motion and the motion passed unanimously with Grant abstaining from the vote.

The meeting was adjourned at 10:25 a.m.

Approved by Trustees on April 23, 2014


Darla Shannon, Chair

Agenda/Minutes Distribution:

<u>Trustees</u>	<u>Alternate Trustees</u>	<u>Public Utility District of:</u>
Barbara Davis	Jody George	Benton County
Marilee Kuehne	Gary Ivory	Douglas County
	Sue Nush	Ferry County
	Sylvia Hubbard	Franklin County
Darla Shannon	Annette Hernandez	Grant County
Don Coppock	Laura Richards	Okanogan County
Paul Boxleitner	John Jordan	Pend Oreille County

Administrators/Others:

Leah Knopp	Grant PUD
Suzanne O'Neil	Mercer
Jeff Scalph	Mercer
Lindsey Gauper	Mercer
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
John Trumble	IBEW Local 77
Steve Hendrickson	IBEW Local 77