

Central Washington Public Utilities
 Special Administrator’s Meeting – Conference Call
 Thursday, January 8, 2015 – 9:00 a.m.

Dial: 877-451-3701 Code: 8110966760#

1. Roll Call:

PUD	Trustees	Alternate Trustees	Administrators
Benton	Melina Wenner	Jody George	Jodie Moxley
Douglas	Barbara Davis		
Ferry	Marilee Kuehne		
Franklin		Sylvia Hubbard	
Grant	Darla Shannon	Annette Hernandez	Leah Knopp
Okanogan	Don Coppock		Cindy Lynn-Bartella
Pend Oreille	Paul Boxleitner		

Mercer: Lindsey Cronin, Suzanne O’Neil

2. Cancel/reschedule quarterly Trustee meeting:

Chair Shannon asked the group if it would be possible to move the regularly scheduled quarterly Trustee meeting and meet in-person rather than having a conference call due to a longer than anticipated agenda.

- **Motion** was made by Trustee Davis and seconded by Trustee Boxleitner to cancel the regularly scheduled quarterly Trustee meeting on January 28, 2015 and hold it on February 11, 2015 at Douglas PUD. Motion passed unanimously.

3. 2015 spring wellness roll-out:

Chair Shannon asked each Trustee to share their roll-out plan for the wellness event and if they had determined any on-site events.

- Benton – nothing rolled-out yet, still working on their plan
- Douglas – plan to roll-out January 20th
- Ferry – plan to roll-out January 13th
- Franklin – already in-motion; for their site-based event they are bringing in a physical therapist, specializing in injury prevention
- Grant – plan to roll-out the week of January 12; site based event will be included with a quarterly safety meeting
- Okanogan – not participating, and no event is planned at this time
- Pend Oreille – plan to roll out January 8th

Broker O’Neil asked the group if there would be any issues because of Okanogan’s choice not to participate in the spring wellness event. Several Trustees shared that this could be an issue and that it was not fair to have an inconsistent message to employees when the EIAC recommended this event. Chair Shannon asked if Okanogan would try and schedule an

event of their own so that their employees would be required to do something to receive their HRA VEBA incentive. Trustee Coppock said he would get back to the group with information on an alternative event.

Trustee Kuehne asked Mercer if the Trust has risk to consider with the recent articles on the EEOC ruling out certain wellness activities. Broker O'Neil said she would forward the latest guidance related to this topic.

4. Open Public Meeting Act:

Chair Shannon explained that the Trust is required to have Open Public Meetings Act training every four years and any new Trust member is required to have this training within 90 days of becoming a member. Chair Shannon is working on being able to provide this online training through Grant's Learning Management System to any of the CWPU/UIP members. There was also discussion on how the Trustees can change the structure of their Administrator meetings so they can be in compliance with the Open Public Meetings Act. Anytime there is a quorum, the Trust is required to give formal notice. This topic will be added to the next quarterly Trustee meeting.

5. RFP Review:

After the last State Audit received by the Trust, it was decided that the Trustees would begin the RFP process for Broker services. In the end of December a few members of the group met and discussed items to be included in the RFP. Trustee Wenner, Alternate Trustee George and Vice Chair Hubbard have worked hard to put a draft RFP together. This was shared with the members and collectively reviewed during this Admin meeting. Several edits were noted and will be corrected. It is hopeful that the group will be able to have the RFP issued by the week of January 12th.

The next monthly Administrator's call will be on March 12, 2015.

Meeting adjourned at 9:50 AM.

Approved by Trustees on February 11, 2015



Darla Shannon, Chair