

Meeting Minutes
Central Washington Public Utilities
UIP (Unified Insurance Program) Special Meeting Minutes
Tuesday, December 13, 2016, at 8:00 a.m.
Conference Call

1. **Roll call / introductions / additional agenda items –**

The meeting was called to order at 8:00 a.m. by Chair Wenner. Those on the call were:

<u>PUD</u>	<u>Trustees</u>	<u>Alternate Trustees</u>	<u>Administrators</u>
Benton	Melina Wenner		
Douglas	Barbara Davis		
Ferry	Marilee Kuehne		
Franklin		Sylvia Hubbard	
Grant	Annette Hernandez	Darla Shannon	Leah Knopp
Okanogan		Katie Pfitzer	Cindy Lynn-Bartella
Pend Oreille	Lloyd Clark		Shanna Rice

Alliant – Kim Chawes

Symetra – Peachy Kent, Sarah Finch,

ComPsych EAP – Keith Birns

2. **ComPsych EAP** – Account Manager, Keith Birns, gave an overview of ComPsych EAP services. The topics that were briefly covered were as follows:

- EAP (5FF)
- LegalConnect
- FinancialConnect
- FamilySource
- GuidanceResources Online
- Training/CISM
- Formal Referrals
- Communication Materials
- Reporting

See attached flyer from ComPsych for a few more details.

Keith Birns will send out the website demo prior to January 1st, along with the login credentials. He will also connect with Trustees and share information regarding HR Connect Resource Center for Communication. Symetra will send out the flyers to each PUD. Utilization reports will be sent out quarterly, by PUD. This will also include roll-up reports. ComPsych only needs the name of the individual, they do not require census information to be submitted.

3. **Symetra Implementation follow-up –**

- a. **Employees Leaving Service** – Peachy Kent asked Trustees if they would be interested in having Symetra administer the letter for those leaving or separating from service. It was

determined that Symetra could share a sample letter with each PUD and not actually administer this service.

- b. **Life of a Claim call** – Peachy Kent would like to set-up the demo for the Life of a Claim call with Trustees and will need roughly an hour for this call. Leah Knopp will work with Peachy Kent to organize this call.
4. **Biometric Screening Billings** – Chair Wenner asked Trustees to please forward the biometric screening billings to Leah Knopp and she would forward them on to CliftonLarsonAllen, Connie Olson, for reimbursement.
5. **2017 Wellness Program** – Catapult is set to present at the January Trustee meeting. Chair Wenner asked Trustees to think about changes that they may want to make to the current wellness program, if any. This will be discussed further at the January quarterly meeting.

The meeting was adjourned at 9:15 a.m.

Approved by Trustees on January 25, 2017

Sylvia Husband, VICE CHAIR
For Melina Wenner, Chair

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