

Central Washington Public Utilities
UIP (Unified Insurance Program) Special Trustee Meeting
via Conference Call
Thursday, February 9, 2017 at 9:00 a.m.
MEETING MINUTES

Roll call

The meeting was called to order at 9:00 a.m. by Chair Wenner. Participants in the conference meeting included:

<u>PUD</u>	<u>Trustees</u>	<u>Alternate Trustees</u>	<u>Administrators</u>
Benton	Melina Wenner	Jody George	Jodie Moxley
Douglas	Barbara Davis	Gary Ivory	
Ferry	Marilee Kuehne		
Franklin	Carrie Locke	Sylvia Hubbard	
Grant	Annette Hernandez		
Okanogan		Katie Pfitzer	
Pend Oreille	Lloyd Clark		

Alliant: Schuyler Briscoe and Kerri Coyle

CliftonLarsonAllen: Connie Olson

Claims Validity Audit

Connie Olson with CliftonLarsonAllen explained how the random sampling process for the mandated medical claims takes a single file with approximately 40,000 records and pools it down to a random sample equal to 2.5% of the claims for individual utilities as outlined within the procedure titled *HR0020A-PR Verifying Claims Procedure* distributed to Trustees prior to the conference meeting. Ms. Olson further explained that the intent of the procedure is to ensure each step within the procedure is understood, completed and a report prepared in time to report findings at each Quarterly Trustee meeting. Chair Wenner shared that the distributed version of the procedure had been amended and asked Trustees if there were any areas they would like to discuss. Trustees discussed whether or not 3 weeks to review and verify the accuracy of their claims and concluded that this duration provided ample time to complete this step (Step 4) of the procedure. Trustee Hernandez requested that the reports delivered to each respective PUD for verification be encrypted to ensure that personal identifiable information is protected from cyber-attack during the electronic transfer and secondly that the Claims Audit task be included on the UIP Administrative Calendar.

Outcome/Future Actions: Ms. Olson shared with Trustees that she understands the importance of protecting private information and at the Trustees request will encrypt these reports and other financial documents. Chair Wenner agreed to add the Audit task to the calendar and distribute the final version to Trustees for their records.

Trust Mission Statement

Chair Wenner shared the EIAC Mission Statement below with Trustees and asked anyone had knowledge as to whether or not a Mission Statement had been created specifically for the Trust.

EIAC Mission Statement adopted in September 2012: “To develop and implement a sustainable CWPUD UIP wide health and wellness program that improves the physical, emotional and mental health of the workforce through education, tools and support, which will empower employees and their family members to proactively manage their own health in a way that positively impact the long-term medical, disability and workers compensation costs for both company and employees.”.

Outcome/Future Actions: None of the Trustees identified or recalled a Mission Statement being developed specifically for the Trust. Chair Wenner recommended that Trustees review the EIAC statement in preparation for additional discussion at the Quarterly Trustee Meeting on April 26, 2017.

Premera Administration Agreement

Chair Wenner shared that following distribution of the Premera Administration Agreement by Vice-Chair Hubbard to Trustees and after providing a response to one inquiry the work on the Medical and Vision booklets can now begin.

Outcome/Future Actions: Drafts of the health booklets will be delivered to Trustees for review prior to finalization and printing.

Annual CMS Notification

Chair Wenner informed Trustees that the Annual CMS Notification previously completed by each utility on an annual basis should actually be completed at the Trust Level. Alliant Consultant, Kerri Coyle shared that their compliance team had determined that this reporting obligation falls under the group health plan sponsor and based on this finding; Alliant is recommending that the UIP Chair be responsible for completion of the annual report instead of each utility.

Outcome/Future Actions: Alliant will submit a request the age related data elements needed for the report from Premera and provide them to Chair Wenner so she can submit the report on behalf of the UIP.

ComPsych EAP Billing

Chair Wenner shared with Trustees that the ComPsych invoicing requirement is to provide payment within 30 days. Chair Wenner also shared that agreement with ComPsych includes up to six (6) hours of training at no cost to the UIP with the option for additional training at \$150.00 per hour, plus related travel expenses. The Chair asked Trustees if they may want to utilize the no cost hours and if so, if they were agreeable with establishing some guidelines around submitting and tracking utilization. Trustees expressed an interest in utilizing the hours for Trustee training and discussed methods for tracking other training hours requested at the Utility level. Trustees also inquired as to how the hours are distributed (i.e., webinar vs. interactive in person and onsite training). Trustees also discussed compliance concerns expressed by Trustee Kuehne that her accounting department had with to providing payments in advance of the services being provided (e.g., paying for three quarters of premiums using an a current headcount).

Outcome/Future Actions: Chair Wenner will reach out to Sue Nush at Ferry PUD regarding their invoicing concern and separately reach out to ComPsych regarding how the training hours are distributed.

SharePoint Utilization

Chair Wenner asked for feedback from Trustees on their interest in continued utilization of the UIP SharePoint site being maintained by Grant PUD, adding that the purpose of the site is to provide Trustees with immediate access to UIP official documents, agreements, and meeting information. Chair Wenner suggested that in lieu of the site, documents and information could be distributed as requested to the utility. Some Trustees shared that they used the site from time to time; while others shared they were not using it because they were unaware it was available to them. Trustee Hernandez shared that the intent of the site when implemented was to reduce requests for information and she asked that before a decision was made she discuss this further with CWPU Chair Shannon who provided a significant amount of time and effort towards implementing the site. Trustees also discussed whether there were other applications or tools they could utilize that would provide a similar service to Trustees.

Trustees agreed that the purpose of the site was valuable and the goal is to find a simple administrative tool that doesn't require a significant amount of maintenance to keep operational. Ms. Coyle mentioned that Alliant's "Alliant Connect" may be an option for Trustees in lieu of SharePoint.

Outcome/Futures Actions: Trustee Hernandez will speak with prior Chair Shannon and report back to Trustees regarding her position regarding this discussion at the Quarterly meeting in April. Mr. Schuyler from Alliant offered to look into the Alliant option for Trustees and report back, stating that when making a decision it will be important for Trustees to look at what we currently have and how we use and secondly, how a new tool can achieve the same or similar expectations.

Crime & Fiduciary Liability Renewal (Vote)

Chair Wenner reported to Trustees that at the January Quarterly Meeting Trustees voted and approved the renewal of the Crime and Fiduciary Liability policies that would be effective on March 1, 2017; adding that the policies had not yet been signed but would be in the near future.

Outcome/Future Actions: Chair Wenner will sign the renewals upon receipt and distribute accordingly.

CWPU Wellness Qualification Activity (Vote)

Chair Wenner requested feedback from Trustees relative to the revised program event forms and required ADA notice she had sent to them in advance of the meeting. In addition she shared that WDS and Premera had agreed to deliver Dental and Vision exam reports to Trustees on a monthly basis. Trustees entered into discussion relative to a health risk assessment and prior requirements under the ADA to include a smoking cessation component within the program. Chair Wenner shared with Trustees that because the CWPU Program is voluntary and not tied to our health plan the rules did not apply. Trustee Hernandez suggested a few edits be made to the forms.

Trustee Davis expressed an interest in customizing the notice and forms slightly and asked if it would be reasonable to include within the Program notice the difference between the on-site biometric screening and a preventative exam, which for some was rather confusing in prior years as some participants were under the opinion that the preventative exam could replace participation in the biometric exam.

Outcome/Future Actions: The discussion did not lead to any substantial changes in the program outline and therefore a vote was not required. Chair Wenner stated that each utility is welcome to edit the Program event documents to fit their needs. She shared that her next steps included sending the event documents to the various IBEW business representatives for review and that once she receives their

acknowledgement will send to the EIAC representatives for feedback then Trustees so they can launch the program event at their specific utility. Chair Wenner also agreed to make the edits identified by Trustee Hernandez and then redistribute them to Trustees.

Biometric Screening Expenses

Trustees discussed the per person price threshold established for the onsite biometric activity in 2016. Alternate Trustee Pfitzer expressed a concern that for the participants at Okanogan PUD she might have difficulty finding a local provider to provide the services within the threshold and stated that by her estimation the cost to utilize local clinics for the onsite would be much higher. Trustees discussed how the mandated hourly rate increase and additional costs for more rural communities might warrant an increase in the threshold. Trustees also discussed whether to allow spouses who are also enrolled in the health plan to participate in the onsite biometric activity or if the activity should be limited to employees enrolled in the health plan.

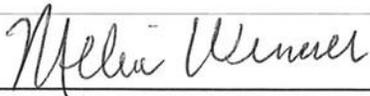
Motion was made by Trustee Pfitzer and seconded by Trustee Locke to approve reimbursement of biometric expenses not to exceed a maximum of \$75.00 per screening per employee covered under the health plan. Motion did not carry.

Discussion ensued relative to the importance of spousal participation when the spouse is also covered under the health plan.

Motion was made by Trustee Hernandez and seconded by Trustee Locke to approve reimbursement of biometric screening expenses not to exceed a maximum amount of \$75.00 per screening for employees and spouses who are also covered under the UIP health plans, with an understanding that utilities choosing to allow non-covered spouses to participate will be responsible for the cost of their participation. Motion passed with Okanogan abstaining from the vote.

Meeting Adjourned at 10:29 AM.

Approved by Trustees on April 13, 2017



Melina Wenner, Chair