

Central Washington Public Utilities
UIP (Unified Insurance Program) Special Trustee Meeting
via Conference Call
Thursday, April 13, 2017 at 9:00 a.m.
MEETING MINUTES

Roll call

The meeting was called to order at 9:04 a.m. by Vice-Chair Hubbard. Participants in the conference meeting included:

<u>PUD</u>	<u>Trustees</u>	<u>Alternate Trustees</u>	<u>Administrators</u>
Benton		Jody George	
Douglas	Barbara Davis		
Ferry	Marilee Kuehne		
Franklin	Carrie Locke	Sylvia Hubbard	
Grant	Annette Hernandez	Darla Shannon	
Okanogan	Don Coppock	Katie Pfitzer	Cindy Lynn-Bartella
Pend Oreille			Shanna Rice

Alliant: Kim Chawes and Kerri Coyle

Meeting Minute Approvals

Vice-Chair Hubbard reviewed the quarterly meeting minutes from:

- February 9, 2017
- March 9, 2017

Motion was made by Trustee Davis and seconded by Trustee Hernandez to approve the meeting minutes from February 9, 2017 and March 9, 2017. Motion passed unanimously.

Benefit Orientation/Education Video Update

Kim Chawes from Alliant shared that Premera and Symetra have each agreed to contribute \$2,500.00 towards the development of a Benefit's orientation and educational video for the UIP. Alliant will provide a quote to Trustees for consideration from the vendor following a discussion with the video developer relative to the scope of the project. Alliant shared that the quote should be delivered to them in advance of the next meeting date. Trustees discussed other options that might be considered as an alternative to developing a video, including Premera's new B'link resource which provides employers with easy to use communication tools for distribution to employees. Ms. Chawes explained that the new Premera tool is specific to the Medical Plan whereas the educational video will cover all benefits offered by the UIP and could better meet the Trustees objective to provide employees with a resource specifically used to educate them on their benefits and help them be better stewards. Trustees briefly discussed the purpose of the video.

Outcome/Future Actions: Trustees agreed to discuss this option further at the April 26, 2017 Quarterly Meeting Agenda.

CWPU Wellness Program

Vice-Chair Hubbard updated Trustees on the status of the collective response to the Union's questions about the Program event in 2017. Alternate Trustee George shared information relative to discussions she had with Tad Iseminger, Local No. 77 Business Representative for Benton PUD. Specifically, Ms. George shared that she had provided Mr. Iseminger with Benton's response to the Unions questions and that an official response to all of the UIP Business Representatives was forthcoming. The parties briefly discussed the timing of the official response to the IBEW and a program launch date.

Outcome/Future Actions: Ms. George agreed to draft and deliver to Chair Wenner/Vice-Chair Hubbard an official response to the Union's questions. Trustees agreed to discuss possible roll-out dates at the April 26 meeting.

Local Benefit Guide Update

Alliant's Kim Chawes reminded Trustees that the due date for the Local Benefit's Guide had passed and not all utilities had yet responded. Ms. Chawes requested that those utilities who had not yet responded with the updates do so by April 30, 2017.

Outcome/Future Actions: Vice-Chair Hubbard thanked Alliant for providing Trustees with additional time to update their booklets.

April 26 Quarterly Meeting Items

Ms. Chawes shared with Trustees draft agenda topics for the April 26, 2017 Quarterly UIP Meeting at Grant PUD in Ephrata, WA. Ms. Chawes stated that the majority of the meeting would be dedicated to the Premera Knowledge Services report and a demonstration from Premera's holistic wellness screening partner, Catapult. Other items on the agenda included Alliant's experience report, the Trusts strategic planning approach, budgeting for professional services, and an update on the benefits video.

Trustees discussed a process for confirming attendance at this and future in-person meetings. Trustees agreed that going forward the UIP Administrator, who is currently Alternate Trustee George, would send an attendance acknowledgement request to the UIP Distribution list with a notation to respond to herself and the Trustee at the meeting location.

Outcome/Future Actions: Ms. Davis shared that Tim Barnett; IBEW Business Representative for Douglas PUD had shared an interest in attending the meeting. Ms. George will send out the attendance acknowledgement request to the Distribution list.

CWPU Procurement Policy – Contracts/Bids

Ms. George shared with Trustees that Chair Wenner is drafting a UIP Procurement Policy for the selection of Third Party Administrators that was identified during the UIP 2015 Accountability Audit as a required policy for the UIP.

Outcome/Future Actions: A draft policy will be shared with Trustees for review and approval once completed.

CWPU UIP Reimbursement Form and Process

Ms. George suggested that Trustees consider implementing a process and form for reimbursement of expenses incurred at the local utility level that are billable to the Trust. Ms. George shared that having a process in place would provide Trustees with direction on what is allowable for reimbursement, as well as a consistent process to follow relative to submission and approvals. Trustees entered into a brief discussion regarding reimbursement of UIP related influenza clinic, biometric and other expenses

incurred at the utility level that have been approved for reimbursement by the Trust. Trustee Davis stated that being transparent and responsible is important and a form and process would be useful. Ms. Davis suggested that the form include a field where the Trustee can list where the authority for the reimbursement lies (such as a motion or previous meeting minutes).

Outcome/Future Actions: Ms. George agreed to draft the reimbursement form and process guidelines and share them with Trustees at the April 26 Meeting.

Future Topics

Vice Chair Hubbard shared that the SharePoint site replacement and Health Advocate demonstrations will remain on the agenda under Future Topics as a reminder that they will be discussed at a later time.

Meeting Adjourned at 9:38 AM.

Approved by Trustees on April 26, 2017



Melina Wenner, Chair