

Central Washington Public Utilities
UIP (Unified Insurance Program) Special Trustee Meeting
via Conference Call
Thursday, June 8, 2017 at 9:00 a.m.
MEETING MINUTES

Roll call

The meeting was called to order at 9:05 a.m. by Chair Wenner. Chair Wenner indicated to participants that the meeting would begin following a presentation by Health Advocate.

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		
Ferry	Marilee Kuehne		
Franklin	Carrie Locke	Sylvia Hubbard	
Grant	Annette Hernandez		
Okanogan		Katie Pfitzer	
Pend Oreille			

Alliant: Schuyler Briscoe, Keith Robertson, and Kerri Coyle, **CliftonLarsonAllen:** Connie Olson, **Health Advocate:** Debbie Betz

Health Advocate Dashboard Demonstration

Debbie Betz, Senior Account Manager from Health Advocate Solutions joined the meeting via WebEx and presented the attached information to Trustees on Health Advocates Client Health Information Dashboard, a sample and review of Health Advocates Annual Medical Claims Analysis report and new member website/mobile app.

Trustees asked multiple questions relative to the security and management of claims data being loaded onto the Health Advocate site and used for the aggregate reporting. Discussion ensued between Ms. Betz and Trustees about communication campaigns, measures taken to ensure the security of information being imported into the Health Advocate dashboard; data analytic tools used to develop reports; personal registration process and eligibility; the site layout and ability to customize by utility; the cost to provide the additional service tool and resource to employees; and how Health Advocate can help promote use of the dashboard and educate members to better consumers.

Outcome/Future Actions: Ms. Betz was unable to answer all questions asked during the meeting and agreed to send the answers once obtained to Trustees via email following the meeting. Trustees thanked Ms. Betz for the presentation and time taken to answer questions.

Trustees during the Special Meeting discussed the service options and were in agreement that while the service was interesting, the UIP could obtain similar information through the annual knowledge services report and future implementation of the Deerwalk Analytical tool, and therefore would decline the service at this time.

Call Transfer to Special Meeting - WebEx concluded and Trustees rejoined meeting via conference call at 10:10 a.m.

Benefit Video Committee

Trustees discussed at length the GoAnimate video option presented to them by Alternate Trustee Pfitzer. Trustees mutually agreed that the educational video created by Ms. Pfitzer was professional in appearance, creative and overall very well done. Trustees discussed how the group might utilize the GoAnimate service as a starting point to educate new and existing employees on their UIP benefit options and how in the future, the service would give Trustees the ability to create more “topic” specific education on benefits for employees already enrolled in the plan.

Trustees discussed the cost of licenses (seats) when there are multiple administrative and creator users of the services, the number of utilities that might want a seat and whether or not the cost of the seats for all utilities would fit within the \$10,000 budget of the funding for the educational video’s being provided by Premera and Symetra.

Also discussed was how the Trust would pay and get reimbursed for the service expenses. Schuyler Briscoe with Alliant indicated that the UIP would need to pay for the seats and then seek reimbursement from Symetra and Premera.

Outcome/Future Actions: Trustees shared a common interest in knowing more about the cost of service and the technical system specifications before making a decision to proceed. Alternate Trustee Pfitzer agreed to research the UIP’s ability to have multiple creators access the service and the pricing for the access. Chair Wenner thanked Ms. Pfitzer for her excellent work on this project.

PCORI Fee

Kerri Coyle, with Alliant shared that the method selected by the Broker to calculate the \$2.26 per covered life Patient-Centered Outcomes Research fee “PCORI fee”; due on July 31, 2017, was the “Snapshot” method. Ms. Coyle further explained that the calculation is based on enrollment information obtained from Premera and that the total owed by the UIP to the IRS for the 2017 PCORI fee is \$6,599.20.

Chair Wenner provided Trustees with further explanation regarding the fee, stating that the fee is intended to fund a private, non-profit corporation whose purpose is to assist providers, payers, and policy makers in making informed health decisions.

Motion was made by Trustee Davis and seconded by Alternate Trustee Pfitzer to approve a \$6,599.20 disbursement from the Trust to the IRS for the 2017 PCORI fee. Motion passed unanimously.

Outcome/Future Actions: Chair Wenner will take the steps needed to process the disbursement to the IRS.

2018 Benefits Guide

Ms. Coyle shared that Alliant had delivered customized benefit guides to three (3) PUD's who had requested changes and the addition of pictures specific to their locations to their guides. Ms. Coyle stated that the remaining seven (4) utilities can still submit requests to customize their guides for delivery prior to the renewal.

Outcome/Future Actions: Trustee Davis thanked Alliant for their work and shared that she really likes being able to customize the benefit guides.

SAO Financial and Accountability Audits

Connie Olson, with CliftonLarsonAllen shared details about the Washington State Auditor's Office "SAO" financial and accountability audit of the UIP Trust. Ms. Olson stated that the accountability audit is taking a significant amount of time and that the auditor has requested a lot of information. Ms. Olson shared the financial audit was close to finished and that from it, a change is being made to the UIP Financial Statement format around how the amortized cost and the comparable fair value of investments are reported. In addition, Ms. Olson shared the auditor had requested a large amount of procurement records for their review, which Chair Wenner had provided.

Chair Wenner mentioned the auditor had asked for a copy of a UIP Procurement Policy which she had informed them was currently in draft form and being reviewed by Benton's Manager of Contracts and Purchasing. Chair Wenner also shared that the auditor had asked about UIP vendor W-9's.

Outcome/Future Actions: Ms. Olson indicated that overall she thought the audit was going well and agreed to notify Trustees of the audit exit conference date once it has been scheduled. Chair Wenner thanked Ms. Olson for her hard work and professionalism during the audit process.

Annual Report to State Risk Manager

Chair Wenner updated Trustees on the status of the annual report, which is due May 31, 2017. Chair Wenner indicated that the Form 100 changed significantly since the last reporting date and that as a result, additional time had been requested and a one (1) month extension approved by the Department of Enterprise Services (DES).

Outcome/Future Actions: None identified.

Wellness Event

Ms. Coyle indicated that Trustees should receive participation reports from Delta Dental and Premera for the December 1, 2016 through June 30, 2017 on or before July 15. Chair Wenner shared that a response to the IBEW's questions about the 2017 Wellness Activity had been delivered and the Union did not inquire further about the event following receipt of the response. Chair Wenner reminded Trustees that the EEO wellness notice must be provided to all members eligible to participate. Trustees discussed the various methods of delivery that could be used for the notice.

Outcome/Future Actions: None identified.

Future Topics

Chair Wenner provided a brief overview of the future topics to be discussed by Trustees.

Outcome/Future Actions: None identified

Meeting Adjourned at 11:00 AM.

Approved by Trustees on August 29, 2017

A handwritten signature in cursive script that reads "Melina Wenner". The signature is written in black ink and is positioned above a horizontal line.

Melina Wenner, Chair