

**Central Washington Public Utilities**  
UIP (Unified Insurance Program) Special Trustee Meeting  
via Conference Call  
Thursday, July 17, 2017 at 1:00 p.m.  
**MEETING MINUTES**

**Roll call**

The meeting was called to order at 1:01 p.m. by Chair Wenner. Participants in the conference meeting included:

<b><u>PUD</u></b>	<b><u>Trustees</u></b>	<b><u>Alternate Trustees</u></b>	<b><u>Administrators</u></b>
Benton	Melina Wenner	Jody George	Jodie Moxley
Douglas	Barbara Davis		
Ferry			
Franklin	Carrie Locke	Sylvia Hubbard	
Grant	Annette Hernandez	Darla Stevens	
Okanogan	Don Coppock	Katie Pfitzer	
Pend Oreille			

**Alliant:** Schuyler Briscoe, Keith Robertson, and Kerri Coyle, **CliftonLarsonAllen:** Connie Olson, **UIP Treasurer:** Rob Gillespie

**Meeting Minute Approval**

Chair Wenner recommended the approval of the minutes from the meetings held April 26, 2017, May 11, 2017 and June 8, 2017 be deferred to the next scheduled meeting date.

**Outcome/Future Actions:** Trustees agreed to defer the meeting minute approval to the next scheduled meeting date.

**CWPU Quarterly Meeting – Q3**

Chair Wenner recommended that due to scheduling conflicts for several Trustees the UIP regular quarterly meeting scheduled to occur on July 26, 2017 be moved to either August 8, 2017 or August 29, 2017.

**Motion** was made by Trustee Davis and seconded by Trustee Locke to change the date of the regular quarterly meeting to August 29, 2017 at Douglas PUD. Motion passed unanimously.

**Benefits Video**

Chair Wenner requested feedback from Trustee’s regarding the GoAnimate video development service and pricing obtained by Alternate Trustee Pfitzer. Trustees discussed the value of the service, the appropriate time to purchase, the feasibility of Premera and Symetra contributing to the cost of the service beyond 2017, method used to initially pay for the service, and the number of administrator “seats” that should be purchased. Schuyler Briscoe indicated that Alliant can attempt to negotiate with Premera and Symetra for an ongoing annual contribution for the service and that the providers would contribute to the cost on a reimbursement basis. Trustee’s agreed that a poll should occur outside of the meeting to determine the number of

utilities who want access to the service before making a decision on the acquisition of the service.

**Outcome/Future Actions:** Chair Wenner agreed to poll each utility as a means to determine the actual number of seats needed. Trustees agreed to vote on the acquisition of GoAnimate at the August 29, 2017 meeting. Trustee Hernandez thanked Alternate Trustee Pfitzer for finding a vendor and developing a sample video for the Trust to consider, Chair Wenner echoed Ms. Hernandez's comments.

### **CWPU Policies**

Trustees briefly discussed the draft Claims Management and Procurement Policies distributed by Chair Wenner in advance of the meeting. Chair Wenner expressed an interest in finalizing the policies at the upcoming Quarterly meeting.

**Outcome/Future Actions:** Chair Wenner asked Trustees to review the policies and provide their edits and suggestions to her for incorporation into the final documents in advance of the August 29, 2017 meeting.

### **Symetra Plan Document Amendment (Voluntary Life/AD&D)**

Alternate Trustee George shared that a discrepancy in the policy language had been identified under the Period of Coverage segment of the Symetra Life Certificate. Ms. George shared the current certificate language states that election changes made during the open enrollment period will go into effect on the first of the month following the end of the open enrollment period. She further shared that Symetra, after obtaining approval from underwriting and compliance has agreed to amend the certificate language to state that changes in coverage made during the open enrollment period will take effect at the start of the renewal year "policy anniversary date".

In addition, Ms. George noted that LTD policy language relative to the employee's ability to make election changes during the open enrollment period within the LTD certificate is under review and it is highly likely that there will be a plan amendment forthcoming as a result of the review.

**Outcome/Future Actions:** Ms. George will let Trustees know when they should expect delivery of the amended Plan certificates and keep them apprised of the status of the LTD certificate review.

### **Legal Services**

Chair Wenner followed up with Trustees on the matter of entering into an agreement for legal services. Trustees briefly discussed the feasibility of utilizing legal counsel contracted with a member utility instead of entering into a professional services agreement at the UIP level.

**Outcome/Future Actions:** Trustees agreed to discuss further at another meeting. Chair Wenner will seek clarification that sharing legal opinion or advice from locally contracted legal counsel will not conflict with attorney client privilege rules.

### **Financial/Accountability Audit – Exit Conference**

Ms. Olson shared details about the Washington State Auditor's Office "SAO" financial and accountability audit with Trustees. 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. Discussion ensued regarding obtaining W-9's from current and new vendors. Ms. Olson indicated that requesting them is common practice and by doing so the UIP would meet the accountability requirements.

**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 when available. Chair Wenner will review and consider the appropriate path to take in regards to collecting W-9's and get back to Trustees with her decision. In addition, Chair Wenner thanked Ms. Olson for her hard work and professionalism during the audit process.

### **Annual Report – State Risk Manager**

#### **New Requirement – Monthly Contribution Reporting**

UIP Treasurer, Rob Gillespie provided Trustees with an overview of the State Risk Manager annual reporting requirements and how they had substantially changed in 2017. Mr. Gillespie shared that that in order to meet the new requirements; the UIP will need to provide a monthly recap report by individual utility showing contribution and average enrollment details by plan (PPO or CDHP) and tier (employee only, employee + spouse, employee + child(ren), employee + family). A brief discussion ensued relative to the reporting requirements and how the information might be collected for the report. Connie Olson with CliftonLarsenAllen shared that she has similar reporting needs and suggested that she and Mr. Gillespie develop one spreadsheet with the data elements and structure needed for the Annual Report and Connie's account related reports.

**Outcome/Future Actions:** Mr. Gillespie will follow-up with Trustees regarding the information needed to complete the reports and if needed a template showing the data elements needed following discussion with Ms. Olson.

### **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:** Chair Wenner invited Trustees to contact her directly with additional topics they would like to have added to future meeting agenda's.

Meeting Adjourned at 2:00 p.m.

Approved by Trustees on September 14, 2017



---

Melina Wenner, Chair