

Central Washington Public Utilities
UIP (Unified Insurance Program) Special Trustee Meeting
via Conference Call (855) 201-9213 / Access Code: 7141885
Thursday, December 14, 2017
MEETING MINUTES

Roll call

The meeting was called to order at 9:02 a.m. by Chair Wenner. Those attending the meeting included:

<u>PUD</u>	<u>Trustees</u>	<u>Alternate Trustees</u>	<u>Officers</u>
Benton	Melina Wenner	Jody George	
Douglas	Barbara Davis		
Ferry	Marilee Kuehne		
Franklin	Carrie Locke	Sylvia Hubbard	
Grant	Annette Hernandez	Darla Stevens	
Okanogan		Katie Pfitzer	Rob Gillespie, Treasurer
Pend Oreille			
<u>Alliant:</u> Kim Chawes and Keith Robertson			

Meeting Minute Approvals

Trustees reviewed and discussed the minutes for the following meeting dates:

- General Quarterly Meeting - August 29, 2017
- Special Meeting – September 14, 2017
- Special Meeting – November 11, 2017

Motion was made by Trustee Davis and seconded by Trustee Hernandez to approve the minutes from the meetings held on August 29, September 14, and November 11, 2017. Motion passed unanimously.

Wellness Program Activity – 2019 Incentive

Chair Wenner opened the discussion with clarification from Trustees about maintaining the same activity requirements for eligible employees to receive the 2019 Wellness Incentive as those used to qualify for the incentive in 2018. Trustees were agreeable with rolling-over the activities and entered into discussion about the details of the event. Trustees discussed repeating the December 1 – November 30 timeframe for employees to complete preventative exams, local education or wellness activities, and participate in an onsite biometric screening and consultation. Also discussed was increasing the per-employee biometric screening and consult not-to-exceed reimbursement to \$80.00 in 2018 and the authority to request reimbursement of flu shot clinic costs. Treasurer Gillespie confirmed that flu shot reimbursement from the Trust had previously been authorized by Trustees and a process to request reimbursement implemented.

contracts, bylaws, and other governing documents and the value of having the legal protection and oversight available to the Trust.

Outcome/Future Actions: Chair Wenner agreed to request a rate schedule from Mr. Bye and to review Benton PUD's agreement with him to evaluate the terms the UIP might need to consider. Trustees agreed to provide Chair Wenner with information about firms they work with who might be well suited for the Trust.

Subcommittee Updates

Benefits Program Administrator/Manager

Chair Wenner opened the discussion by thanking Trustee Hernandez for all of her work on the sub-committee. Trustee Hernandez shared that the committee had edited and distributed for review and comment a position description and a task list for the Benefits Program Administrator. Trustee Hernandez encouraged Trustees to provide their input and suggestions on these items for consideration and inclusion in the final documents. Discussion ensued regarding interest in the position, contracting vs. hiring, work hours, position title, time to fill and onboarding. Chair Wenner suggested that Trustees consider providing the sub-committee a summary of what they consider the pros and cons of hiring vs. contracting for the position.

Outcome/Future Actions: Trustees agreed to provide Trustee Hernandez input on the job description and task list and a list of pros and cons of hiring vs. contracting a Benefits Program Administrator on or before January 5, 2018. Trustees also agreed to review and discuss the summary of feedback received during a Special UIP meeting on January 24, 2018.

Financial Reserve Policy

Chair Wenner shared that the Committee, which includes Treasurer Gillespie and Trustee Davis, will be meeting in the near future to review the Policy. Treasurer Gillespie shared that he had completed his own review of the policy and felt it looked reasonable, but has questions relative to the weeks required to hold the contingency reserve that the committee will discuss.

Outcome/Future Actions: Treasurer Gillespie indicated that the committee will conduct their review and update the Trustees on their progress in advance of the next scheduled Trustee Meeting.

Claims Audit 2018

Chair Wenner shared that a UIP Claims Audit is scheduled for 2018. Trustees discussed the process used for selecting the consultant when the audit was last conducted in 2015 and whether or not a RFP needed to be issued. Alternate Trustee and current CWPU Chair Stevens indicated that she lead the process and conducted a RFI in lieu of a full RFP and from that Moss Adams was selected.

Outcome/Future Actions: Chair Wenner agreed to initiate the process for selecting a consultant to conduct the audit and will update Trustees as information becomes available.

Trustees discussed the option, the value of the savings to the Trust, and importance of communicating the change to affected members. Regarding communication to members, Ms. Chawes indicated that Accredo would assign case managers to help members with the transition and the both Walgreens and Accredo would send communication to members notifying them of the change in advance so they are fully aware. Trustees indicated that they were in favor of making the change effective March 1, 2018.

Outcome/Future Actions: A motion to approve the Specialty Pharmacy vendor change to Accredo will be presented at the next UIP meeting. Ms. Chawes will notify Premera that the UIP would like to move forward with the transition on March 1, 2018.

Administrative Items and Projects

Chair Wenner shared that Benton PUD will soon be submitting an administrative support hours of work report and invoice for January – November 2017 to the Trust for reimbursement.

Chair Wenner also reported that the GM's agreed to meet the first quarter of 2018 to discuss sustainable CWPU UIP strategies.

Meeting adjourned at 10:25 AM

Approved by Trustees on February 8, 2018

A handwritten signature in cursive script, reading "Melina Wenner", is written above a solid horizontal line.

Melina Wenner, Chair

/jag