

**Central Washington Public Utilities**  
UIP (Unified Insurance Program) Special Trustee Meeting  
via Conference Call (855) 201-9213 / Access Code: 7141885  
Thursday, February 8, 2018  
**MEETING MINUTES**

**Roll call**

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

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

**Alliant:** Kim Chawes, Kerri Coyle, and Schuyler Briscoe **CliftonLarsenAllen:** Connie Olson

**Meeting Minute Approvals**

Trustees reviewed and discussed the minutes for the December 14, 2018 Special UIP Meeting.

**Motion** was made by Trustee Locke and seconded by Trustee Davis to approve the minutes from the meeting held on December 14, 2018. Motion passed unanimously.

**Premera Specialty Pharmacy**

Ms. Chawes from Alliant provided Trustees with an update on the status of the proposed specialty pharmacy move from Walgreens to Accredo (exclusively) on March 1, 2018. Ms. Chawes indicated that the email provided to Trustees on January 30, 2018 provided a fairly comprehensive outline of the implementation steps and the communication that will be provided to affected members.

Trustees discussed the details of the transition, the importance of ensuring it goes smoothly and Premera's notification timeline to members.

**Motion** was made by Trustee Hernandez and seconded by Trustee Locke for the UIP Trust to transition to Premera's single specialty pharmacy, Accredo, effective March 1, 2018. Motion passed unanimously.

**Outcome/Future Actions:** No further actions were identified.

**2018 General/Quarterly Meeting Schedule**

**Treasurers Report:** Chair Wenner shared with Trustees that Connie Olson from CliftonLarsenAllen will present the 2017 Treasurer's Report at the March 2018 rescheduled Q1 General Meeting and secondly that the Q1 2018 Report at the April 25, 2018 Q2 General Meeting. Chair Wenner also shared that Ms. Olson had requested that Trustees provide her with final 2017 reimbursement

requests as soon as possible and that someone provide her with direction on who is responsible for providing the information needed for her to update the one-month medical premium holiday notation on the quarterly Reserves Balances Sheet.

**Outcome/Future Actions:** Connie Olson from CliftonLarsenAllen joined the call mid-way through the meeting and at that time clarified that the information needed for the Reserves Balance Sheet notation used to come up with the calculation for the balance sheet has in the past been provided by the Broker.

**Location and Structure:** Discussion deferred.

**Outcome/Future Actions:** Discussion on changing the meeting schedule to include two (2) multiple day workshops annually was deferred to the April 25, 2018 quarterly Meeting

### **Medical Plan Provision – Blood Products & Services**

Ms. Chawes shared that Carmen Winters; Strategic Account Manager from Premera, had notified Alliant that they had discovered that the UIP Blood and Services benefit excluded blood and blood derivative coverage. Ms. Winters Indicated to Ms. Chawes that this exclusion had not been updated by the UIP to correspond with changes in the healthcare system and that since most plans do cover these products she felt strongly that Trustees should consider covering these products as well. Alliant suggested that the following standard booklet verbiage be inserted in the benefit booklet.

#### ***Blood Products and Services***

*Benefits are provided for blood and blood derivatives, subject to your calendar year deductible and coinsurance when you use a network provider. Please Note: If services and supplies are furnished by a non-network medical facility, benefits are subject to your calendar year deductible and coinsurance.*

**Motion** was made by Alternate Trustee Pfitzer and seconded by Trustee Davis to add blood products and service to our plan as presented by Alliant, effective January 1, 2018. Motion passed unanimously.

**Outcome/Future Actions:** Ms. Chawes will inform Premera of the discussion to incorporate the standard language into the benefit booklet.

### **2018 Benefit Booklets**

Kerri Coyle from Alliant updated Trustees on the status of the health benefit booklets and summary descriptions. Ms. Coyle indicated that that draft versions of the Premera benefit booklets had been distributed to Trustees for review and comment and that additional time could be provided to complete the review if it is needed. Ms. Coyle shared that the Delta Dental booklets should arrive soon and will be distributed for review once received and lastly that the FSA and COBRA documents have been received and are being reviewed by Alliant. Several Trustees asked for additional time to review the Premera booklet. Ms. Coyle indicated that she would provide a bundled list of edits and suggestions to Premera vs. sending each item individually once all input from Trustees had been collected.

**Outcome/Future Actions:** Ms. Coyle suggested that Trustees established a tentative date of February 16 for Trustees to submit their feedback relative to the Premera booklet.

### **Sub-committee Updates**

**Benefits Program Administrator/Manager:** Trustee Hernandez provided an overview of the status of the position description, task list, and CWPU Q&A which summarized the various roles within the UIP. Trustee Hernandez shared that the committee is leaning towards proposing the UIP recruit for a Benefits Program Administrator employee vs. utilizing a contingent “contract” professional. Trustees entered into discussion about filling the position internally and the recruitment process. Also discussed were position responsibilities, reporting structure, headquarters and the responsibilities of the hosting utility, budgeting for training and travel, and utilizing an employment agreement to document the terms of employment.

**Outcome/Future Actions:** Chair Wenner shared with Trustees that a meeting has been scheduled for February 14 where the committee is expected to provide a recommendation to Trustees regarding posting or selecting an external contract professional. Chair Wenner asked Trustees to discuss the options shared with their General Managers and provide feedback to the committee in advance of the February 14 meeting so the committee can provide their final recommendation to Trustees at that time.

**Financial Reserve Policy:** Chair Wenner shared that the committee has prepared a draft amended Policy, which she is reviewing and will provide to Trustees for consideration in advance of the March UIP General Meeting. Trustee Davis, a member of the committee, shared additional details about the committees proposed amendments to the policy and possible restructure to ensure it aligns with the appropriate WAC.

**Outcome/Futures Actions:** Chair Wenner will complete her review and will send to Trustees for consideration in advance of the March 14-15 UIP General Meeting.

### **Risk Management Report**

Chair Wenner reported that in accordance with WAC 200-100-060 that she and UIP Treasurer Gillespie will be compiling the data needed to submit the UIP Annual Report to the State Risk Manager by the May 31, 2108 due date. In addition, Chair Wenner reported the UIP Procurement and Claims Management Procedures approved by Trustees at a prior meeting had been delivered to the State Risk Manager.

**Outcome/Future Actions:** Chair Wenner reported that Shannon Stuber, WA State Risk Manager will attend the March 14-15 UIP General Meeting.

### **Symetra**

**Account Manager Questionnaire:** Chair Wenner thanked Trustees for their contributions and feedback relative to the submission of the Symetra Account Manager Questionnaire and shared that Symetra is scheduled to attend the March UIP General Meeting to answer questions and educate Trustees on their programs.

**Outcome/Future Actions:** Chair Wenner shared that asked Trustees to send their feedback about their experiences with Symetra to Ms. Chawes at Alliant for submission to them in advance of the meeting date.

**STD Plan Amendment:** Chair Wenner reported that the Short Term Disability Plan document has been amended to include a provision where Symetra will pay the cost associated with the completing the STD Physician Statement instead of the employee when payment is required by the physician.

**Life and AD&D Plan Amendment:** Alternate Trustee George shared that the Life and AD&D Certificates were recently amended to include a provision for employees to increase (with EOI application approval) and also decrease their voluntary “supplemental” life coverage election outside of the established renewal period.

#### **Claims Experience Reporting by Utility**

Chair Wenner shared with Trustees that she had obtained legal advice from multiple attorneys regarding the UIP’s regulatory obligation to respond to public records requests for the claims experience reports of the UIP and that the opinions received indicated that further research and clarification on the Trust structure is needed before a formal opinion can be obtained.

**Outcome/Future Actions:** Trustees discussed the risks associated with the release of the claims reports and agreed that more research was needed and once it was obtained, should be reported to the General Managers before the individual utility reports are shared with each member.

#### **Delta Dental Plan Administration – Website Configuration**

Ms. Chawes shared that the Delta Dental website is configured by tiers and since the UIP site is configured with the “family” tier only it is causing some challenges for UIP administrators when making enrollment changes via the Delta Dental website. Ms. Chawes indicated that the site can be updated to include the tier options offered by the UIP at the request of the Trustees. Trustees discussed the challenges associated with the current structure.

**Outcome/Future Actions:** Trustees were agreeable to amending the employer administrator site to include tiers. Ms. Chawes will reach out to Delta Dental with a request to make the amendment to the site.

#### **Administrative Items**

**UIP Calendar:** Chair Wenner shared that the draft calendar of UIP activities distributed in advance of the meeting would be updated to include 2019 and 2020 activities and then redistributed at the March General Meeting.

**Task/Action Items Summary:** Alternate Trustee George shared that she had created an action items and agenda tracking worksheet for the UIP and asked Trustees if they would be interested in receiving a copy for review and consideration at future meetings. Trustees suggested that the summary be shared and discussed at General Meetings.

#### **Contracts and Agreements**

**Legal Services:** Chair Wenner shared that she had obtained rates from multiple attorneys and found very little variance in pricing. Chair Wenner indicated she would reach out to one other firm

before making a recommendation relative to where UIP benefit counsel should be obtained in the future.

**2018 Claims Audit:** Chair Wenner indicated that she is reviewing the Procurement procedure and associated WAC to determine whether or not the selection of consultant for the UIP Audit required a competitive bidding process.

**Outcome/Future Actions:** Chair Wenner will update Trustees on the status of the Claims Audit consultant selection process at the March General Meeting.

**Fiduciary Liability and Crime Policy Renewal:** Chair Wenner shared that Treasurer Gillespie is currently working on the renewal and should have it completed within the week.

- **Attendees from Alliant exited the meeting at 10:02 AM**

**Alliant Service Agreement:** Chair Wenner shared with Trustees that Alliant's Agreement will be ending in June 2018. Trustees entered into a brief discussion.

#### **AGRIP Membership**

Chair Wenner shared with Trustees that Shannon Stuber; the State Risk Manager, had recommended that the UIP consider joining the Association of Governmental Risk Pools "AGRiP", which would cost the UIP approximately \$1,500 in the first year. Chair Wenner indicated that information about the pool that was distributed in advance of the conference meeting included links to the pool website where additional information could be obtained about the benefits and services provided to members. Chair Wenner also shared that AGRiP is offering a Fall Educational Forum in Portland, OR that Trustees should consider attending.

**Outcome/Future Actions:** Trustees agreed to review the pool information and make a decision on joining AGRiP at the March General Meeting.

**Meeting adjourned at 10:09 AM**

Approved by Trustees on March 14, 2018.



Melina Wenner, Chair

/jag