

Central Washington Public Utilities
UIP (Unified Insurance Program) Special Trustee Meeting
via Conference Call (509) 766-2500
Monday, February 14, 2018
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>Administrators/Others</u>
Benton	Melina Wenner	Jody George	
Douglas	Barbara Davis		
Ferry	Marilee Kuehne		
Franklin	Carrie Locke		
Grant	Annette Hernandez	Darla Stevens	
Okanogan		Katie Pfitzer	
Pend Oreille			

Benefits Program Administrator Proposal

Trustee Hernandez, lead of the Benefits Program Administrator sub-committee, led Trustees into discussion about items that needed to be determined in advance of recruiting to fill the UIP Benefits Program Administrator position.

Trustees discussed the value of hiring an internal employee, hosting the incumbent at the utility closest to their residence, hours of work expectations at the offset and in the future, terms of employment and the importance of establishing clear expectations and structure for the incumbent, the incumbents ability to take on additional assignments at the hosting utility, budgeting for the position, performance expectations and measurement, the incumbents decision making authority, and travel expectations.

Trustees agreed that the position should be posted for a minimum of three (3) weeks and that Benton PUD would initiate the posting and submit it the remaining Trustees for inclusion on their websites. The group agreed to tentatively schedule the interviews at Benton PUD between April 16 and April 27, 2018.

Trustees also reviewed and discussed the position description and discussed at length whether there was internal interest in the opportunity within the UIP.

Outcome/Future Actions: Trustees agreed that before posting for the position internally and externally interest levels within the UIP members should first be considered. Chair Wenner agreed to email Trustees and Alternate Trustees a request to self-identify if they are interested in the position. Trustee Hernandez agreed to schedule a follow-up meeting for the week of February 19, 2018.

Meeting adjourned at 10:10 AM

Approved by Trustees on March 14, 2018



Melina Wenner, Chair

/jag