

**Central Washington Public Utilities**  
UIP (Unified Insurance Program) Quarterly Trustee Meeting  
Franklin PUD, 1411 W. Clark Avenue, Pasco, WA 99301  
Wednesday, March 14, 2018  
**MEETING MINUTES**

**Roll call**

The meeting was called to order at 10:06 a.m. by Chair Wenner. Chair Wenner welcomed and introduced guest speaker Shannon Stuber, Program Director for Local Government and Non Profit Self-Insurance programs with the WA Office of Risk Management. The following individuals were in attendance:

<b><u>PUD</u></b>	<b><u>Trustees</u></b>	<b><u>Alternate Trustees</u></b>	<b><u>Treasurer</u></b>
Benton	Melina Wenner	Jody George	
Douglas	Barbara Davis		
Ferry	Marilee Kuehne		
Franklin		Sylvia Hubbard	
Grant	Annette Hernandez	Darla Stevens	
Okanogan		Katie Pfitzer	Rob Gillespie
Pend Oreille			

**Alliant:** Kim Chawes and Schuyler Briscoe

**Others:** Connie Olson, Clifton Larson Allen; Brian Gray, IBEW Local No. 77; Shannon Stuber, DES-Risk Management – State of Washington

**Meeting Minute Approvals**

Trustees reviewed the quarterly minutes distributed in advance of the meeting for the meetings held on:

- February 8, 2018
- February 14, 2018

**Motion** was made by Acting Trustee Pfitzer and seconded by Trustee Davis to approve the minutes from the meetings held on February 8 and 14, 2018. Motion passed unanimously.

**Treasurer's Report - Trust Income & Disbursements (Q2)**

Connie Olson, consultant with CliftonLarsenAllen provided an overview of the Financial Report for the period August 1, 2017 through December 31, 2017.

**Motion** was made by Trustee Davis and seconded by Vice Chair Hubbard to approve the Financial Report for the Trust for the period August 1, 2017 through December 31, 2017. Motion passed unanimously.

### **WA State Department of Enterprise Services**

Shannon Stuber, Program Director for Self-Insurance Programs provided Trustees with an overview of her role within the Washington State Department of Enterprise Services, new Office of Risk Management. Ms. Stuber shared that role of the department is to review and approve new joint self-insured local government and non-profit property/liability programs; adopt and clarify rules relative to the healthcare industry; monitoring financial, membership and other key data to ensure compliance with laws and regulations specific to health and welfare programs. Ms. Stuber commented on the success of the UIP structure and relative to the recruitment of a Benefits Program Administrator encouraged Trustees to consider the value of recruiting an individual who has public entity experience and a strong understanding of the laws and regulations specific to public entities.

Ms. Stuber also commented on the value of the Association of Governmental Risk Pools "AGRIP" membership and how the UIP can benefit from the quality training offered through the membership. Discussion ensued relative to future expansion of small and large joint self-insurance programs.

**Outcome/Future Actions:** Chair Wenner thanked Ms. Stuber for her attendance. No further actions were identified.

### **AGRIP Membership**

Chair Wenner prior to the meeting distributed information about the Association of Governmental Risk Pools "AGRIP" membership to Trustees for consideration. Chair Wenner shared that membership cost to the Trust to join would be approximately \$1,500 per year and proposed that that Trustees agree to join the association; adding that the membership would give Trustees access to toolkits, valuable and specific training on self-funded pools, additional resources, an employer portal, and new networking opportunities with other pooled entities.

Trustees discussed the training opportunities available through AGRIP, the cost of the training, the number of Trustees who could attend training sessions, and how the registration fees would be paid. Chair Wenner recommended that Trustees consider developing a budget for expenditures that Trustees incur for training and associated travel. Discussion ensued regarding cost, membership utilization, training budgeting, and access to the training and member resources offered by AGRIP.

**Motion** was made to approve the AGRIP membership for one (1) year to be evaluated prior to the second year renewal by Trustee Hernandez and seconded by Vice Chair Hubbard. Motion passed unanimously.

**Outcome/Future Actions:** Chair Wenner will submit the membership application to AGRIP and include budget planning on a future UIP meeting agenda.

### **ComPsych Training Request Procedure**

Vice Chair Hubbard reported that a ComPsych Training Procedure and Request Form had been developed for Trustee reference and use as a means to fairly and consistently distribute the six (6) hours of training provided within the ComPsych agreement for distribution between utilities. Vice Chair Hubbard further stated that the procedure identifies training limitations, which are updated annually by ComPsych, how training hours are requested in the year prior to

occurring, how they are approved, and the responsibilities of the incumbent of the Benefits Program Administrator to track requests, how the training is used, and how well the training was received.

Discussion ensued regarding accounting for hours, hours already used in this calendar year, and whether or not there is any flexibility within the ComPsych agreement to add more hours at no/minimal cost.

**Outcome/Future Actions:** Trustee Davis suggested that the UIP request more training hours under the current agreement to allow for even utilization between utilities and secondly, if more hours cannot be provided without increasing the cost, ask ComPsych if they will allow utilities to share web-based and recorded training sessions with each other at no additional cost. Alliant agreed to ask ComPsych if they can accommodate either or both of these requests.

#### **Delta Dental Knowledge Services Report**

Danielle Smith, Senior Client Manager and Rachel Scalise, Sales Associate/Account Coordinator from Delta Dental of Washington "DDWA" joined the meeting at 11:04 a.m. to present the Delta Dental Knowledge Services Report to Trustees.

Ms. Smith provided a Delta Dental Overview that covered the following areas:

- **DDWA Service Team.** Ms. Smith shared that the Rachel Scalise, who works closely with her, is a new member to the DDWA Service team.
- **Current Benefits.** Ms. Smith shared details relative to the application of the benefit period maximum towards certain classes of benefits and the coverages that are provided within each class. Discussion ensued relative to Class 1 benefit application towards the maximum and sealant coverage. Alternate Trustee Steven's shared a concern relating to bitewing x-ray splitting between office visits and asked if allowing this practice within the plan design results in unnecessary cost increases and asked if DDWA could provide Trustees with educational materials that helped members understand what types of services are customary and expected during a periodic dental exam.

Trustees discussed the importance of watching claims utilization and their fiduciary responsibility to ensure claims are legitimate.

**Outcome/Future Action:** Ms. Smith agreed to pull reports on bitewing x-ray claims to determine if there are any identifiable trends where x-ray splitting is more frequent in certain areas or within certain offices. Ms. Smith also agreed to research whether or not DDWA could provide consumerism materials for participants.

- **Annual Maximum Analysis.** Ms. Smith indicated that only 4% of members reached the annual maximum in 2017, which is average within their book of business.
- **Enrollment.** Report indicated that enrollment had increased only slightly between June 2016 and June 2017 (total increase of 5 members).

- **Network Utilization & Savings.** Ms. Smith reported on overall utilization, percent of treatments by service category and subcategory. She shared that the UIP members during the 2016-2017 measurement period were high utilizers of preventative services. Trustees asked if preventative utilization had increased between 2015 and 2017.

**Outcome/Future Actions:** Ms. Smith will review the prior year's utilization and report back to Trustees regarding any changes experienced between 2015 and 2017.

- **PPO Network Discount.** Ms. Smith reported that DDWA offers a PPO and Premier network adding that the Premier network is applicable when no PPO dentists are available. Ms. Smith shared that over 90% of the dentists in Washington are currently in the PPO network. Discussion ensued regarding the lack of PPO dentists in the Wenatchee area.

**Outcome/Future Actions:** Trustee Davis expressed an interest in obtaining a provider directory for the Wenatchee area. Ms. Smith agreed to provide the requested directory to Trustee Davis.

- **Network Utilization.**
- **Dental Action Report.** Ms. Smith reported that this report compares UIP members to national benchmark data for a peer group within a similar industry and size. Ms. Smith noted that in the "No Visit Category" 22% of the UIP members did not visit the dentist in the prior two years. Ms. Smith indicated that this was actually a good percentage compared to the norm. Discussion ensued regarding the members who had not visited the dentist in the prior two (2) years and the relativeness of dental hygiene to a person's overall health status. Ms. Smith shared that members between the ages of 20-34 were the highest age category with no visits.

Ms. Smith shared cost comparisons for those who receive preventative care with those that did not between the UIP and their peers within the industry.

- **Outreach.** Ms. Smith shared that DDWA offers multiple resources for employers that effectively educate plan participants through their Dental Action Report program. Some examples of program communications shared included emails to participants relative to oral health, articles for company newsletters, flyers and posters, lunch and learn materials and targeted email campaigns for risk groups that have not visited the dentist for a periodic exam.

**Outcome/Future Actions:** Trustees discussed the outreach option at length and were in agreement that utilization of the program resources would benefit UIP members. Trustees agreed to place a focus on preventative care utilization during the 2019 renewal open enrollment period by concurrently launching the DDA outreach program and distributing target group emails and letters.

In addition to the overview, Ms. Smith shared details about the following new Delta Dental offerings:

- **Delta Dental's PPO<sup>SM</sup> - Maximum Wellness Program.** This is a new program intended to encourage employees/members to get preventative treatment and incentivizes them with incremental annual maximum increases. Trustees discussed the program, how increments might be determined and the overall cost of the program to the Trust.
- **Health Start for Kids Program.** After DDA looked at their overall book of business and child utilization based on demographics they found that with 100% coverage for preventative care, parents in lower income areas indicated that they did not participate in a periodic preventative exam because they were concerned that they could afford any care needed beyond preventative. In response DDA developed the Healthy Start for Kids Benefit as a means to reduce and/or eliminate this roadblock. The program is designed to provide children under the age of 14 with 100% coverage for all classes of service without a cap as long as the service is provided by a PPO dentist. Ms. Smith explained that the cost of this new program, which is currently in place for four (4) groups in Spokane and DDWA employees, is estimated to add 3% to total claims expenditures. Trustees discussed this option and the value of adding it to the plan design.

**Outcome/Future Actions:** After further consideration Trustees decided that at this time, the UIP would not implement either of the above programs.

In advance of Ms. Smith departing from the meeting, Chair Wenner thanked her for attending and providing this valuable information to Trustees.

### **Symetra Performance Review**

Kristina Dorman, Regional Account Manager and Julia Pawlak, Regional Service Manager with Symetra and Karen Dunlap, HR Generalist from Benton PUD joined the meeting at 12:30 p.m.

Ms. Dorman provided Trustees with an overview of Life and Disability Plan Administration which included details on the life of a disability claim, the GO employer portal, and information on the additional value added services available to members. Highlights of this overview included the following:

- **Service Model.**
- **Points of Contact.** Ms. Dorman explained the responsibilities of the employee, employer and Symetra as they relate to disability claim management. Ms. Pawlak reported that the majority of claims are initiated telephonically vs. online and that a dedicated Short Term Disability Claims Manager has been assigned to the UIP account.
- **Decision Timeline.** Ms. Dorman indicated that most new claim decisions are made within five (5) days of initiation, assuming the employer, employee and physician statements are submitted in a timely manner. Discussion followed regarding follow-up when documentation is not received in a timely manner.
- **Status Communication.** Ms. Dorman reported on the methods of communication between the employee, provider and the employer prior to an employee's return to work.

- **Return to Work Processes.** Ms. Dorman reported on the return to work process and explained that Symetra will contact the employer regarding return to work and if applicable, will provide options to return with an accommodation. Discussion followed related to accommodations and if Symetra discusses with the provider whether or not the employee can return to a modified or light duty position in advance of the discussion with the employer. Also discussed was the amount of medical information shared with the employer, vocational rehabilitation and nurse consultant options, and the review of job duties in advance of a return to work.

**Outcome/Future Actions:** Ms. Dorman will provide clarification to Trustees via the Broker relative to the communications that occur between Symetra and the provider with regards to a return to work in a light or modified duty position.

- **Claims Process.** Ms. Dorman reported on the transition to Long Term Disability “LTD” and the timeline between the LTD start date and maximum period date. Ms. Dorman stated that the UIP now has a dedicated LTD Case Manager.

**Outcome/Future Actions:** Ms. Dorman will provide the LTD Case Manager’s contact information to the Broker for distribution to Trustees.

Trustees engaged in a open discussion relative to performance expectations and past experiences when utilizing the Group Online Portal to locate information and/or working directly with Symetra staff. Trustees expressed an interest in having direct contact information for claims managers as well as access via the portal to additional information needed to administer claims, including but not limited to communications with the employee and providers. Trustees also discuss the support options when an individual is transitioning to LTD and are also eligible for Social Security Disability Income. Ms. Dorman indicated that there is dedicated staff available to assist members with the social security application process.

Ms. Dorman provided an overview of the employer and employee portals, details about forms used to administer claims, and billing requirements. In addition she shared information with Trustees relative to the Value Added Travel Assistance, Identity Theft Protection, Beneficiary Companion Programs and Employee Assistance Program (enhanced EAP) currently offered to UIP members and separately the *HealthChampion<sup>SM</sup> Health Care Navigation* option available to the Trust. Ms. Dorman distributed and provided an overview of a Plan Administration Guide.

**Outcome/Future Actions:** Trustees discussed the differences between conversion and portability and asked for clarification as to how long a person can port their life coverage. Ms. Dorman agreed to review the plan document and provide clarification on the portability timeline to Trustees via the Broker. Chair Wenner thanked Ms. Dorman and Ms. Pawlak for attending the meeting and sharing information about their services and processes with Trustees. Ms. Dorman, Ms. Pawlak, and Ms. Dunlap left the meeting at 1:50 p.m.

### **Report from Broker**

- 1) 2018 Renewal Recap.** Kim Chawes from Alliant provided a review of the 2018 calendar year. Items reviewed included renewal considerations, actions taken by the Trust, negotiated agreements, premium decisions and the maximum exposure to the Trust during the 2018 calendar year. Ms. Chawes reminded Trustees that the maximum exposure does not equate to actual costs.

Ms. Chawes shared a proposed 2019 renewal timeline to prepare for open enrollment and suggested that Trustees finalize open enrollment materials by August 17 and finalize communications no later than September 14 so Alliant has sufficient time (approximately two (2) weeks) to deliver Open Enrollment packets to those utilities who request them.

Ms. Chawes also reported on the status of the 2018 booklets and plan documents.

- 2) Medical Plan Migration.** Schuyler Briscoe reported that enrollment in the CDHP plan had increased to 50% during the 2018 renewal and the highest percent of change occurred in the Employee + Family Tier. Mr. Briscoe indicated that education provided to employees during the open enrollment period likely contributed to the migration. Trustees discussed the different forms of the education offered and how feedback from employees already enrolled in the plan contributed to the increase. Also discussed was the value of offering consumer related resources and tools currently available to employees through the plan and Broker and how these offerings can help make the transition to the CDHP a more positive and successful transition. Trustees agreed there is significant value in continuing educational campaigns throughout the year so members can make knowledgeable decisions about their care once they are enrolled in the CDHP.

Trustees also discussed the cost of prescriptions and the importance of making sure employees understand how to use the options available to them within the plan design (i.e. mail order) and whether or not it is allowable to purchase certain medical equipment from non-network providers (i.e., Amazon).

**Outcome/Future Actions:** Alliant will confirm whether or not medical equipment purchased out of network at a reduced cost can be submitted for reimbursement from the Plan.

- 3) Experience Reports for Claims Paid January 1, 2017 – December 31, 2017:** Mr. Briscoe during his report on the UIP's medical, dental and vision plan experience indicated the following:
  - Current medical/RX plan year to date total cost to budget is 99.5% and the current rolling 12 months indicates total cost to budget of 99.5%.
  - PEPM cost has increased slightly but is still good.

- The UIP did not have any claims over \$250K in 2017. Mr. Briscoe stated that the underwriting script is good and reminded Trustees that it is important to remember that claims experience is cyclical and subject to change.
- PPO spend ran approximately 5% over and the CDHP 8% under budget. Mr. Briscoe indicated that PPO claims cost is almost double that of the CDHP plan and that as migration increases to the CDHP the UIP will likely see more normalization between the two Plans. Trustee Davis asked if HRA VEBA contributions could be included in the total costs on the Broker summaries.

**Outcome/Future Actions:** Alliant agreed to include in future plan summaries the HRA VEBA contributions if the numbers are accessible to them.

- The Dental overview indicated an 89% total plan cost to budget. Mr. Briscoe indicated that the impact of DDWA wellness initiative would have been 3% and the Well Kids Program would have resulted in another 3%, which would not be a significant exposure for the Plan.
- Vision during the most recent 12 months ran at 108% to budget.

**4) Future Considerations:** Ms. Chawes distributed a proposed 2018-2021 Healthcare Master Plan to Trustees and suggested that Trustees use the Plan as a roadmap for future initiatives; including but not limited to benchmarking, tracking and implementing benefit plan design considerations and project and communication planning. Trustees discussed the initiatives identified on the Plan.

Trustees also discussed marketing for a medical Third Party Administrator “TPA” and separately a Benefit Pharmacy Manager “BPM”. Alternate Trustee Stevens indicated that the TPA would work under an Administrative Services Only (ASO) arrangement. Alliant indicated that conceptually they have some ideas regarding the TPA and BPM and they can draft the RFP and manage the process. Chair Wenner shared that the General Managers of CWPU had indicated that they would support the Trustees decision relative to the BPM.

**Outcome/Future Actions:** Trustees agreed to proceed with the RFP for a medical TPA in 2018, which would be drafted by Alliant, for distribution in April with an expectation that responses would be reviewed in July.

Trustees also discussed whether or not to market for a Stop Loss provider. Ms. Chawes reminded Trustees that the UIP is currently refund eligible through the current provider, and will be again in 2019 based on their experience, and if the Trustees decide to end the arrangement those refunds will be lost. Ms. Chawes suggested that Trustees consider going out for an RFP only if a decision is made to change TPA.

Other items discussed included Union negotiations and Alliants role during the negotiations, Use of GoAnimate for employee communications and education, Ben IQ utilization, the UIP annual calendar, continued compliance with the ACA reporting mandate, Washington’s new



Paid Family and Sick Leave Program, UIP utilization of Alliant's Think HR compliance tool, the high utilization of the GuidanceResources available through the Employee Assistance Program, Long Term Care and future considerations.

**Outcome/Future Actions:** Vice Chair Hubbard shared an interest in adding Wellness Initiative to the Master Plan. Mr. Briscoe indicated that it was intentionally left off of the Plan pending review of the IDAP report which will help identify where the UIP can get the best return.

**Benefits Program Administrator**

Trustee Hernandez reported that the UIP Benefits Program Administrator opportunity had been posted and several applications received as of the meeting date. Chair Wenner shared that the opportunity had been posted in the Tri-City Herald, Seattle Times, with SHRM, on the UIP website hosted by Grant PUD, and several other venues. Trustee Hernandez also indicated that the committee is working on the interview questions and will distribute them to Trustees for comment within the next week.

**Outcome/Future Actions:** Trustee Hernandez suggested that the opportunity be posted on Linked In. Chair Wenner agreed to place the posting on the site. Vice Chair Hubbard agreed to also post the opportunity on GEO Gov.

**Meeting adjourned for the day at 3:55 PM**

**Central Washington Public Utilities**  
 UIP (Unified Insurance Program) Quarterly Trustee Meeting  
 Franklin PUD, 1411 W. Clark Avenue, Pasco, WA 99301  
 Wednesday, March 15, 2018  
**MEETING MINUTES**

**Roll call**

The meeting was called to order at 8:34 a.m. by Chair Wenner. The following individuals were in attendance:

<b><u>PUD</u></b>	<b><u>Trustees</u></b>	<b><u>Alternate Trustees</u></b>	<b><u>Others</u></b>
Benton	Melina Wenner	Jody George	
Douglas	Barbara Davis		
Ferry	Marilee Kuehne		
Franklin		Sylvia Hubbard	
Grant	Annette Hernandez	Darla Stevens	Brett Bergeson, Auditor
Okanogan		Katie Pfitzer	Rob Gillespie, Treasurer
Pend Oreille			

**Alliant:** Kim Chawes, Schuyler Briscoe, Keith Robertson, and Christian Rothrauff

**Others:** Brian Gray, IBEW Local No. 77,

**Conference Line:** Connie Olson - CliftonLarsonAllen, Jennifer Spence - Alliant

**Draft Reserve Policy**

Chair Wenner opened with a recommendation to amend the agenda and discuss the Draft Reserve Policy at the onset. Chair Wenner explained that there have been changes to the WAC resulting in a need to amend the UIP’s current Reserve Policy. Trustee Davis explained the path taken by the committee to review the existing policy and the rationale behind the proposed changes. The proposed changes included retitling the IBNR to “Contingency Reserve” to align with how the investments are currently titled and change the current Contingency Reserve to “Program Reserve”. Trustees entered into discussion. Topics covered included accounting for minimum target balances, conducting an actuarial review by an independent party at least once every three years to assess whether or not the Trust had sufficient reserves to address high claim exposure, the cost of an actuarial review and the expected outcome, the gap between exposure and stop loss coverage, the UIP’s risk tolerance, reasonable expectations for managing the risk exposure should the reserves run low, and the importance of not using surplus for rate relief as it could result in higher increases at some point.

**Outcome/Future Actions:** Trustees recommended that slight amendments to the language within the policy be made prior to approval. Trustee Davis agreed to make the amendments and bring the policy back for approval at a future meeting. Chair Wenner thanked the committee for their work on the policy and affirmed that review of the policy will be conducted on an annual basis going forward.

### IDAP Analytics Report

Christian Rothrauff from Alliant opened the discussion by introducing Jennifer Spence, also from Alliant. Mr. Rothrauff explained the purpose of the IDAP report is to provide the UIP with information that can be used to make impactful decision based on patterns within the covered population. He further explained that the report identifies chronic conditions lying at the surface that incrementally get more expensive each year and how having this information will help Trustees identify trends and come up with possible solutions before they impact the pool. Also discussed was how large claims are typically avoidable and to really mitigate costs the UIP needs to focus on the chronic illness/risk population as a means to strategize on how to address these issues through plan design, education (the most effective strategy), and programs (i.e., disease management) and technology. Mr. Rothrauff indicated that once the strategies are implemented the UIP can keep track of what is going on and identify what is needed that wasn't provided before.

Other areas of the report covered by Mr. Rothrauff included:

- **Financial Snapshot.** Report captured UIP claims per member per month in 2016 and 2017 and compares them to a normative number. The snap shot indicates there is a chronic population under the surface that is impacting cost and combined with large claims could put the Trust at risk in the future. Recommended areas of focus for the UIP include GI disorders and pregnancy related disorders. Report indicates that the UIP is running close to norm in every category shown.
- **Pharmacy Snapshot.** Report indicates that more users are adhering to their medications. Trustees discussed pharmacy trends, specialty drug spend, and mail order.
- **Large Cost Claimants.** The UIP large claim list is much lower than expected for the group size and is indicative of a good year.
- **High Risk Claimants.** Illustrates that the majority of claimants on the report have unavoidable diagnosis.
- **Clinical Measures.** Ms. Spence explained that this data identifies opportunities for the UIP to implement strategies to address diagnosis that might be preventable and that ensuring employees are getting quality care is an important factor to reducing cost.

Mr. Rothrauff and Ms. Spence shared examples of how weight, stress and eating habits all contribute to various health issues, including but not limited to musculoskeletal issues. The report also indicated that there may be some overlapping risks (e.g. a person may be included in many metrics on the report) and there is opportunity here for the UIP to bend the curve through education and wellness initiatives.

- **Prevention.** Mr. Briscoe reported that the goal of the Prevention report is to make the data manageable and prevention provides a lot of opportunity to address the issues. The report indicated that the UIP has low preventative care compliance and as a solution he recommended simple communications to employees. Examples provided included post

cards, posters, and tips at safety or staff meetings. Other solutions recommended included follow-up after a biometric screening or more enhanced biometric screening. Trustees discussed the importance of keeping the UIP's healthy population healthy and the importance of them having access to care when they need it.

- **Lifestyle.** Report indicated that the UIP has a prevalence of pre-diabetic conditions and that depression is higher than the norm. Recommendations to address these issues included the acquisition of self blood pressure equipment so employees can self monitor, and training supervisors and managers on mental health awareness. Trustees discussed various resources available within the communities that can help members.

**Outcome/Future Actions:** Acting Trustee Pfitzer expressed interest in obtaining an IDAP report specific to her utility, which Alliant indicated they could provide but did not anticipate that any utility would see any differentiation from the other utilities in the top 5 chronic issues.

Mr. Rothrauff indicated that the IDAP report shared at this meeting provides a baseline and that at the April Quarterly meeting Alliant will present the wellness component of the report which will show how current wellness initiatives might be impacting the health of the workforce. Chair Wenner expressed an interest in obtaining a service similar to Compass for employees. Alliant indicated that they can provide information to Trustees about the service and ask TPA's during the RFP process if they can provide it.

#### **Procurement Procedure**

Chair Wenner explained to Trustees that the procedure when previously approved had omitted language relative to the WAC, which has been added into the amended version distributed at the meeting.

**Motion** was made by Acting Trustee Pfitzer and seconded by Trustee Hernandez to approve the amended Procurement Procedure. Motion passed unanimously.

#### **Claims Audit**

Chair Wenner explained that the UIP is required to do Claims Audit once every three (3) years and the UIP procedure requires an RFP for the professional services needed to conduct the audit. Alternate Trustee Stevens indicated that the broker can assist with the RFP.

**Outcome/Future Actions:** Chair Wenner agreed to initiate and engage Alliant in the RFP for the claims audit.

#### **Administrative Items**

- **Three Year Calendar.** Chair Wenner shared that calendar distributed is an amended version of what Grant PUD created.
- **Pending Action Items.** Deferred to a future meeting.
- **April 25, Quarterly Meeting Location.** Douglas PUD
- **Other Topics.**

- **Strategic Plan for UIP.** Chair Wenner distributed an outline of the Strategic Plan shared with the General Managers and clarified that the vision, mission, and value statements have been updated and encouraged Trustees to provide her feedback and comments regarding the Plan. Chair Wenner reviewed the various components of the Plan and commented on the position of the pool since it was established in 1982 and how admirable it was that the UIP had sustained for such a long period of time. She indicated that once the Strategic Plan is established it will be reviewed annually. Alternate Trustee Stevens shared that the General Managers felt the draft Strategic Plan was valuable and that feedback from the Trustees will be important. In addition, she shared that this document unites the General Managers and helps them understand the position and opinions of each utility.

**Outcome/Future Actions:** The draft Strategic Plan will be reviewed and discussed in more detail at a future meeting.

**Meeting adjourned at 11:20 a.m.**

Approved by Trustees on July 24, 2018



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Melina Wenner, CWPU UIP Chair

/jag