

Central Washington Public Utilities
UIP (Unified Insurance Program) Special Trustee Meeting
via Conference Call (509)766-2500
Thursday, May 10, 2018
MEETING MINUTES

Roll call

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

<u>PUD</u>	<u>Trustees</u>	<u>Alternate Trustees</u>	<u>Administrators</u>
Benton	Melina Wenner, Chair	Jody George	
Douglas	Barbara Davis		
Ferry			
Franklin	Carrie Locke		
Grant	Annette Hernandez		
Okanogan			
Pend Oreille	Lloyd Clark		

Others: Steven Palmer, General Counsel

Open Public Meetings Act – Executive Sessions

Steve Palmer, General Counsel for Franklin PUD provided Trustees with an overview of the Open Public Meeting Act rules around Executive Sessions for evaluating the qualifications of applicants for employment, discussion and possible action to set the salary of the job being filled and candidate selection.

Outcome/Future Actions: Chair Wenner thanked Mr. Palmer for his input on the OPMA and attendance at the meeting.

Benefits Program Administrator Prep

Chair Wenner indicated that interview packets containing the posting, interview outline, scoring sheets, the resume and applications submitted by each of the three (3) candidates selected by the sub-committee to be interviewed will be distributed to Trustees. Trustee Locke shared the schedule for the May 21, 2018 at Franklin PUD.

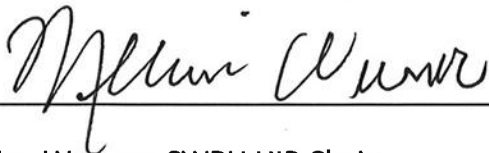
Trustees discussed various details that need to be decided in advance of selecting the candidate; including but not limited to labor distribution, benefits, reporting structure, and budgeting for training, travel and equipment. Also discussed was the importance of obtaining perspective from the CWPU Chair relative to protocol as a means to ensure all parties expectations and understanding of next steps relative to the items being considered are aligned.

Trustees also discussed providing a summary to General Managers briefing them on the status of the recruitment, the timing of the offer, salary range and benefits offerings.

Outcome/Future Actions: Chair Wenner thanked Trustee's Hernandez and Locke for their work preparing interview materials and overall support to the UIP on the Benefits Program Administrator sub-committee. Chair Wenner also agreed to reach out to CWPU Chair Stevens to obtain her perspective on the UIP's next steps and brief General Managers on the status of the Benefits Program Administrator recruitment and employment provisions being considered.

Meeting adjourned at 9:45 a.m.

Approved by Trustees on July 24, 2018

A handwritten signature in black ink, appearing to read 'Melina Wenner', is written over a horizontal line.

Melina Wenner, CWPU UIP Chair

/jag