

Central Washington Public Utilities
UIP (Unified Insurance Program) Special Trustee Meeting
via Conference Call (855) 201-9213
Thursday, June 14, 2018
MEETING MINUTES

Roll call

The meeting was called to order at 9:00 a.m. by UIP Chair Wenner. Those attending the meeting included:

<u>PUD</u>	<u>Trustees</u>	<u>Alternate Trustees</u>	<u>Administrators/Others</u>
Benton	Melina Wenner, Chair	Jody George	
Douglas	Barbara Davis		
Ferry	Marilee Kuehne		
Franklin	Carrie Locke	Sylvia Hubbard, Vice Chair	
Grant	Annette Hernandez	Darla Stevens	Brett Bergeson, Auditor
Okanogan		Katie Pfitzer	
Pend Oreille	Lloyd Clark		

Alliant: Kim Chawes, Kerri Coyle, and Schuyler Briscoe

Others: Connie Olson, CliftonLarsenAllen

STD Plan Document

Chair Wenner inquired as to Trustee interest in constructing a plan document to replace the current ASO Grid for the UIP Short-Term Disability Plan. She shared that a written plan document would give administrators a clear outline of the plan provisions, duties, rights and responsibilities concerning the program and would be helpful to have in place should there be a dispute. Chair Wenner stated there had been discussion in the past about forming a sub-committee; however, one was not formed and with pending state legislation it may be timely to move forward in order to show the UIP disability plan meets or exceeds the requirements to waive participation in the state medical leave plan. Chair Wenner shared that Symetra can help with the document but would require each utility sign an acknowledgement letter agreeing to indemnify and hold harmless Symetra; which she indicated she could not take action on without consent from the UIP.

Trustees discussed the rationale for constructing a plan document and waiting until more information was available regarding the new paid medical leave legislation's associated program waiver option. Also discussed was developing a template plan document that identified general contract provisions and left room for each utility to document administrative guidelines and processes. Chair Wenner suggested that with the new legislation and considering the timing, Trustees consider plan options that reduce local administrative burden and create consistency.

Outcome/Future Actions: Chair Wenner agreed to distribute the Symetra Acknowledgement Letter to Trustees for review and consideration. Trustees agreed to continue this discussion at a future meeting.

Waiving of Medical Benefits

Chair Wenner shared that Alliant's compliance department had recently identified a concern related to requiring employee enrollment in a medical plan. Kim Chawes shared that this concern was identified while Alliant was conducting an enrollment census. She explained that Cafeteria Plan rules require employers subject to the rules to give employees the option between cash or a benefit and to comply with this rule the UIP must give employees the option to pay medical premiums with after-tax dollars; and additionally Washington State Employment Standard Rules (specifically WAC 296-126-028) indicates that employees must have the option to waive all forms of health coverage, including medical. Trustees entered into discussion about these rules and regulations and Alliant's interpretation. Also discussed was provisions within the CBA that require enrollment in the medical plan, forms used to elect a pre or post-tax premium deduction, and what notices and language updates that should be included on the enrollment form that would be compliant with the rules.

Outcome/Future Actions: Trustees presented several questions to Alliant regarding Alliant's interpretation of the regulations. Alliant agreed to submit the questions to their Compliance department and forward response to Trustees for consideration. Discussion on this topic will continue at a future UIP meeting.

RFP Updates

- a) **Claims Audit:** Chair Wenner provided an overview of the three (3) RFP proposals received for the Claims Audit. She proposed that a sub-committee be formed to evaluate the responses. Trustees discussed the various aspects of the responses to the RFP; including, but not limited to the fee structure compared to what had been paid in the past, services provided and needed, past audit results, and familiarity with the vendors that responded. Also discussed was the timeline to complete the audit.

Outcome/Future Actions: Brett Bergeson, Auditor for the UIP, Trustee Hubbard and Alternate Trustee George volunteered to participate on the sub-committee. Alliant agreed to provide a side-by-side comparison of responses to the sub-committee for consideration. Chair Wenner agreed to provide Trustees with a copy of the 2015 Claim Audit Report following the meeting.

- b) **Medical, RX, Vision TPA:** Schuyler Briscoe with Alliant provided an overview of TPA RFP responses and the methodology used to rate each response. Mr. Briscoe explained that nine (9) TPA's had responded and Alliant had narrowed the pool to five (5) with Premera included for the Trustees to consider. To assist Trustees in narrowing the pool further, he explained that a score card had been developed and each of the finalists ranked by category using a weighted scale. The score card was distributed via email to Trustees for

review during the meeting. Mr. Briscoe explained the different categories and Alliant's methodology for weighing each response. He indicated that at least one respondent would be submitting an amended proposal and upon receipt Alliant would redistribute the score cards. Mr. Briscoe recommended that Trustees review the information amended scorecard once received and select up to three (3) finalists to bring in for presentations.

Outcome/Future Actions: Trustees agreed to review the scorecard and at the next scheduled meeting narrow the number of TPA finalists to three.

BPA Interview Questions

Chair Wenner thanked Trustees for their input and assistance preparing interview and essay questions for the upcoming BPA interviews. Chair Wenner suggested that candidates submit their responses to the essay questions in advance of the interviews so Trustees have time to review and consider their responses in advance. Trustees discussed the duration of the interviews, timing for making a selection and communicating the status of the recruitment process to General Managers.

Outcome/Future Actions: Trustees agreed that responses to the essay questions will be due to the Chair no later than close of business on July 19, 2018 and should be no more than a half page for each answer. Chair Wenner agreed to contact the candidates to confirm their individual interviews and provide instruction for electronic submission of their essay question responses.

Chair and Vice-Chair Elections/Term

Chair Wenner indicated that she would like to end her term as UIP Chair approximately 12 months following the entrance of Benefits Program Administrator. She suggested Trustees consider updating the CWPU UIP Interlocal Agreement to include a term of service for the Chair role and a rotation between member utilities to hold the position. Trustees discussed various options, including but not limited to an expected transition from the Vice to Chair role.

Outcome/Future Actions: Trustee Pfitzer thanked Chair Wenner for her contributions to the UIP and commended her on her leadership to the Trust. Alternate Trustee Hubbard agreed to remain in her current role as Vice-Chair for an additional 12 months. Trustees will continue this discussion at a future meeting.

EIAC Meeting Recap

Chair Wenner stated that the EIAC meeting on June 7, 2018 was productive and well attended. Additionally she commented that each individual attending was engaged and contributed to the discussions. Trustees shared similar sentiments and indicated that they had received feedback that the information shared was interesting and valuable. Trustees discussed the Catapult demonstration and Benton PUD's interest in being a pilot group and utilizing them for biometric screenings in the fall of 2018. Some Trustees expressed a shared interest in Catapult but were hesitant because of concerns about disruption because of the length of the appointment and logistics at their utilities.

Outcome/Future Actions: Chair Wenner indicated that the EIAC is tentatively scheduled to reconvene in September 2018. Trustees did not express a concern with Benton PUD utilization of Catapult for screenings and Chair Wenner indicated that Benton would look at the option closer and if they decide to proceed will notify Trustees of their decision.

Q3 Quarterly Meeting

Chair Wenner proposed that Trustees extend the UIP General Meeting for the third quarter to a two (2) day session. Trustees discussed the location and agenda.

Motion to approve changing the date and extending the UIP 3rd Quarter General Meeting to assemble on July 24, 2018 and July 25, 2018 was made by Trustee Davis and seconded by Trustee Kuehne. Motion passed unanimously.

Meeting adjourned at 10:42 a.m.

Approved by Trustees on July 24, 2018



Melina Wenner, CWPU UIP Chair

/jag