



**CWPU UIP (Unified Insurance Program)
Special Meeting – Conference Call Minutes
January 10, 2019**

Roll Call:

The meeting was called to order by Chair Wenner. The below individuals were in attendance.

<u>Trustees</u>	<u>Alternate Trustees</u>	<u>Administrators</u>	<u>Public Utility District</u>
Melina Wenner	Jody George		Benton PUD
Barbara Davis	Gary Ivory		Douglas PUD
-	-		Ferry PUD
Carrie Locke	Sylvia Hubbard		Franklin PUD
Annette Hernandez	-		Grant PUD
Don Coppock	Katie Pfitzer	Dana Kincaid	Okanogan PUD
-	-	-	Pend Oreille PUD

Meeting Minute Approval –

- August 15, 2018
- December 13, 2018

Motion to approve meeting minutes from August 15, 2018 and December 13, 2018 was made by Trustee Hernandez and seconded by Trustee Davis. Motion passed unanimously.

Quarterly Meeting – Chair Wenner shared that the draft agenda for the Trustee meeting held January 23, 2019 was provided prior to this meeting and invited the Trustees to contact Ms. Frank if there are any additional items that need to be addressed during the January meeting.

Long Term Disability Benefit Level – Trustee Davis inquired if others allow employees to drop the Long Term Disability Buy-Up option when wages change due to wage increases or promotions and 66 2/3% of the wage exceeds the maximum benefit amount of \$6,300. Franklin PUD and Grant PUD remind employees who earn more than \$126,000 that they are not realizing a benefit by purchasing the Long Term Disability Buy-Up option. Alternate Trustee Hubbard shared that the current policy allows changing coverage only during the annual enrollment period.

Outcome/Future Action – The Trustees agreed adding language to the open enrollment memo and possibly the benefit enrollment form, alerting employees of the wage threshold of \$126,000.

TPA RFP – Chair Wenner reminded the Trustees that Ms. Chawes had emailed the list of questions for the TPA candidate to the Trustees and invited the Trustees to review and submit additional questions to Ms. Chawes prior to our January 23, 2019 meeting.

Open Public Meetings - Chair Wenner shared that Ms. Frank is reviewing the training requirements under the Open Public Meetings Act and will share training opportunities if the Trustees are subject to a refresher training.

Benefits Program Administrator – Update on Work Objectives - Chair Wenner provided an update of the tasks Ms. Frank is currently working on.



- **Accounting Contract:** The contract with CliftonLarsonAllen was signed for a duration of three years.
- **CTI Audit:** CTI will be at Premera's office on January 28, 2019. We expect to receive results in time for our Trustee meeting in April.
- **Symetra STD Plan Document:** A subcommittee has reviewed the template provided by Symetra. A draft document will be shared with the Trustees prior to our January 23, 2019 meeting.
- **Washington Paid Family & Medical Leave:** The finalized Symetra STD Plan Document will be used to evaluate a voluntary plan.
- **Interlocal Agreement:** Ms. Frank has worked on revising the Interlocal Agreement. Proposed changes include terms of the Chair and Vice Chair positions, including our Administrative calls as regular Trustee meetings, and updating the quarterly meeting schedule to include one or two meetings as two-day meetings. Chair Wenner reminded the Trustees that her term will come to an end in June/July and invited Trustees to consider that position.
- **EAP Training Hours:** Ms. Frank is still working on finding topics that benefit the group.
- **Legal Services:** Chair Wenner has received engagement letters from law firms that are familiar with Washington State insurance pools and benefits and would like to engage with one of the firms. While the cost of attorneys specializing in benefits is high, she feels that the Trust needs attorney advice on occasion and would like to enter into a contract. Trustee Locke inquired if the firm would be on retainer. Chair Wenner envisioned that we would enter into an agreement and only utilize services as needed. Trustee Davis inquired about the number of hours that we would engage with this law firm. While Chair Wenner could not provide the Trustees with a number of hours, she mentioned that she would likely engage the firm when entering into agreements with TPAs. While we have legal support through Alliant's Compliance department, Alliant's legal team will not provide the Trust with legal advice. Discussion ensued about if the attorney fees would be considered Trust or CWPU expenses. Alternate Trustee Pfitzer requested this topic be added to the next quarterly meeting.
- **36 Month COBRA Extension:** Ms. Frank is working with Alliant to determine a potential impact to the Trust by offering a 36 month COBRA extension.

Chair Wenner reviewed the meeting agenda for our January 23, 2019 Trustee meeting held at Douglas PUD.

The meeting was adjourned at 9:40 am.

Approved by Trustees on January 23, 2019

X 

Melina Wenner, CWPU UIP Chair