



**Minutes of the Special Meeting of
CWPU Unified Insurance Program (UIP)
March 14, 2019**

The special meeting of the CWPU UIP was held via conference call on March 14, 2019 at 9:00 a.m., pursuant to proper notice thereof.

The meeting was called to order by Chair Conover at 9:00 a.m. The following 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 | | | Douglas PUD |
| Marilee Kuehne | | | Ferry PUD |
| Carrie Locke | Sylvia Hubbard | | Franklin PUD |
| | Darla Stevens | | Grant PUD |
| Don Coppock | Katie Pfitzer | | Okanogan PUD |
| Lloyd Clark | | Shanna Rice | Pend Oreille PUD |

Others in attendance:

Alliant: Kim Chawes
Other: Juan Esparza, Douglas PUD

Approval of Meeting Minutes

Trustees reviewed the revised meeting minutes from the July 19, 2018 meeting and the meeting minutes from the January 23, 2019 and February 14, 2019 meetings.

Motion was made by Alternate Trustee Pfitzer and seconded by Trustee Davis to approve the amended minutes from the meeting held on July 19, 2018 and minutes from the meeting held on January 23, 2019 and February 14, 2019. Motion passed unanimously.

Resolution No. 22, appointing a Treasurer / Co-Administrator and Assistant Treasurer

Vice Chair Hubbard explained that in the past, the CWPU UIP appointed a Treasurer / Co-Administrator and Assistant Treasurer by Resolution. The proposed Resolution reaffirms Robert Gillespie as the Treasurer and Janet Crossland as Assistant Treasurer and supersedes Resolution No. 17.

Resolution No. 23, appointing an Auditor and Co-Administrator

Vice Chair Hubbard introduced Resolution No. 23, appointing Juan Esparza as Auditor and Co-Administrator effective immediately, superseding Resolution No. 13.

Resolution No. 24, adopting a revised Financial Reserve Policy

Vice Chair Hubbard shared that the Trustees adopted a revised UIP Financial Reserve Policy by motion on October 24, 2018 and introduced Resolution No. 24, formalizing the adoption of the UIP Financial Reserve Policy and superseding Resolution No. 19.

Motion was made by Trustee Davis and seconded by Trustee Coppock to approve Resolution No. 22, appointing a Treasurer / Co-Administrator and Assistant Treasurer, Resolution No. 23, appointing an Auditor / Co-Administrator and Resolution No. 24, adopting a revised Financial Reserve Policy as presented. Motion passed unanimously.

Washington Paid Family and Medical Leave

Vice Chair Hubbard provided the Trustees with a timeline related to the Washington Paid Family and Medical Leave. The Trustees adopted the short term disability program description in February 2019, starting the process of evaluating our short term disability program to the benefits offered through the Washington Paid Family and Medical Leave program. The comparison will be presented to the Trustees on April 24, 2019. Other milestones include an educational meeting with the EIAC in May and application deadlines for a voluntary plan. Chair Conover shared that the reporting deadline for the first quarter was changed to July 1, 2019.

AGRIP Membership

Alternate Trustee George shared that she and Ms. Frank attended the AGRIP conference in the fall of 2018 and found the conference to be very valuable. The membership provides access to online training opportunities and other information relating to risk pools. Our current membership expires March 31, 2019.

Motion was made by Trustee Locke and seconded by Trustee Davis to extend the AGRIP membership for an additional year for evaluation purposes. Motion passed unanimously.

RFP TPA Update

Ms. Chawes explained that we engaged with Milliman to conduct a claims repricing. The goal is to have the claims repricing complete by April 1, 2019. In preparation for the upcoming meeting on April 11, 2019, Alliant will provide the Trustees with a network disruption report, performance guarantees, side by side comparison of services offered, and cost comparison. She invited the Trustees to provide comments on the summary plan description review provided to the Trustees earlier.

Summary Plan Description Update


Alliant has reviewed the medical, dental, and vision summary plan descriptions. Vice Chair Hubbard will review said summary plan descriptions next week.

Benefits Program Administrator

The Trustees discussed the position of Benefits Program Administrator.

The meeting was adjourned at 9:50 am.

Approved by Trustees on April 24, 2019

x 

Melina Conover, CWPU UIP Chair