

## Minutes of the Special Meeting of CWPU Unified Insurance Program UIP August 8, 2019

The special meeting of the CWPU UIP was held via conference call on August 8, 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 Conover	Jody George		Benton PUD
Barbara Davis			Douglas PUD
Marilee Kuehne			Ferry PUD
Carrie Locke	Brian Johnson		Franklin PUD
		Diane Moseley	Grant PUD
Don Coppock	Katie Pfitzer	Dana Kincaid	Okanogan PUD
			Pend Oreille PUD

**Others in attendance:**

CWPU UIP Benefits Program Administrator:	Sylvia Hubbard
Alliant:	Kim Chawes, Keith Robertson
CliftenLarsonAllen:	Connie Olson

Called to order 9:00 a.m.

**State Audit Update**

Ms. Olson reported that the State Auditor has completed the 2017-2018 accountability audit and 2018 financial audit and an exit conference was held on July 31, 2019 to share the preliminary results of the audit. The auditor appreciated that requested information was delivered swiftly, making the audit process efficient and smooth. The accountability audit included four areas of examination: 1) compliance with medical and dental reserves, 2) eligibility of members and supported claims, 3) procurement professional services, and 4) accounts payable – general disbursements. The preliminary report indicated that there are no findings, concerns, or recommendations. The final report will be posted on the State Auditor’s website. The auditor commented that he was unable to validate a vendor and suggested requesting W-9 forms from vendors. The cost of the audit will be close to the estimated cost of \$17,000.

Chair Conover thanked Ms. Olson and Ms. Hubbard for their responsiveness and effort in making this audit process efficient.

**Outcome/Further Action:**

- Revise procurement policy to include a process of obtaining W-9 forms from vendors.

**Preparation of EIAC Meeting**

Ms. Chawes reported that Alliant reached out to Symetra for a no-bid offer for their long term disability program, which lowered the increase to overall funding to 10%. The monthly premium for the core plan would increase to \$28.73, while the buy-up plan remains at \$40.00. Discussion ensued about offering a third buy-up option,

increasing the monthly maximum benefit to \$10,000 at a monthly premium of \$99.36 and changing the funding from a flat monthly amount to a percentage of payroll.

**Vyond Subscription**

Chair Conover explained that the subscription to Vyond (previously GoAnimate) will expire soon and inquired if interest exists to continue the subscription for an additional year. She shared that Benton PUD used the subscription to communicate a new safety incentive program. Alternate Trustee Pfitzer shared that she developed videos to educate employee on the Trust and flexible spending accounts. Ms. Moseley shared that Trustee Stevens provided a list of education topics to the Benefits Program Administrator for which Vyond may be used. Ms. Chawes added that Premera funded the subscription in the amount of \$2,500 in 2018/2019.

**Outcome/Further Action:**

- Given that Ms. Hubbard may have additional time to use the subscription, the Trustees agreed to purchase the subscription for an additional year and directed Alliant to reach out to Premera to inquire about funding the subscription for an additional year.

Chair Conover shared that she and Ms. Hubbard will be meeting with Brian Gray and Tim Barnett, IBEW on August 9, 2019 to provide an overview of the 2020 renewal.

With no additional items to discuss, Chair Conover adjourned the meeting at 9:35 a.m.

Approved by Trustees on September 12, 2019.

x Melina Conover  
Melina Conover, CWPU UIP Chair