



Minutes of the Special Meeting of CWPU Unified Insurance Program (UIP) September 12, 2019

The special meeting of the CWPU UIP was held via conference call on September 12, 2019, at 9:00 a.m., pursuant to proper notice thereof.

The meeting was called to order by Vice Chair Pfitzer 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>
Barbara Davis	Jody George		Benton PUD
Marilee Kuehne			Douglas PUD
Don Coppock	Katie Pfitzer	Dana Kincaid	Ferry PUD
			Okanogan PUD

Others in attendance:

Suzie Thompson	Pend Oreille PUD
CWPU UIP Benefits Program Administrator:	Sylvia Hubbard
Alliant:	Kim Chawes, Kerri Cole

Meeting Minutes – July 24, 2019, July 25, 2019, and August 8, 2019

Vice Chair Pfitzer requested that a change to the August 8, 2019 special meeting minutes be made to accurately reflect Mr. Coppock and Ms. Pfitzer representing Okanogan PUD as Trustee and Alternate Trustee.

Motion was made by Trustee Davis and seconded by Trustee Coppock to approve the minutes of the July 24, 2019 regular meeting, the minutes of the July 25, 2019 special meeting, and the minutes of the August 8, 2019 special meeting, as amended. Motion passed unanimously.

Broker Report – Benefits Open Enrollment

In preparation for the upcoming benefits open enrollment, Alliant will provide the Trustees with an open enrollment memo, rate sheets, benefit enrollment form, customized benefit guide, annual notices, FSA enrollment kit, and medical plan comparison tool. The Summary of Benefit Coverage (SBCs) will be available late October, following Trustee review during the UIP meeting scheduled for October 10, 2019. Ms. Winters, Premera will be in attendance to explain the changes.

Ms. Hubbard added that the attached sample benefits open enrollment memo includes highlighted language that was drafted in response to previous discussions, including references to long term disability benefit maximum, dependent eligibility, notice requirement when experiencing qualifying life events, and pre-tax deduction of employee premiums.

Outcome/Further Action:

- To align the notice requirement with the summary plan document, the notification requirement when experiencing a qualifying event will be changed to 30 days.

Benefits Program Administrator Update:

- Washington Paid Family & Medical Leave Program (WA PFML):

Ms. Hubbard explained that the short-term disability program description was updated to meet or exceed the WA PFML. Revisions include:

- an introduction stating that the CWPU UIP utilities desire to operate their own medical leave program,
- waiving the waiting period for pregnancy related disability,
- include elimination periods for regular part-time employees, on-call and temporary employees, and Commissioners,
- calculation and duration of benefits to align with the WA PFML, but not less than the current short-term disability program,
- benefit exclusions to match exclusions as stated in the long term disability policy, and
- added job and benefit protection while on disability.


Ms. Hubbard shared a timeline proposing one utility file an application for a voluntary medical plan with the State to start the review of the short-term disability program description and to make further changes to the to meet the requirements of the WA PFML, if necessary. Once the State approves the voluntary plan for that utility, the same short-term disability program description will be updated for each utility and filed with the State. The goal is to receive approval for a voluntary plan for all utilities by December 2, 2019.

Outcome/Further Action:

- Restrict list of benefit exclusions to only those that are excluded per statute.
- Benton PUD was identified as the first utility to apply for a voluntary medical plan with the State. Douglas PUD can be available to apply in case Benton PUD is unable to.
- Ms. Hubbard provided the Trustees with a CWPU UIP Wellness Program Notice, as required by the EEOC, to be made available to District employees.
- During the July 24, 2019 Trustee meeting, the Trustees were encouraged to complete the online Open Public Meetings Act Training and some Trustees confirmed that the training was completed via email, however, those emails are no longer accessible to Ms. Hubbard as her employment changed. Ms. Hubbard requested the Trustee send her another confirmation email.
- Ms. Hubbard is on her way to attend the Premera Employer Council and asked for last minute input/issues to bring to Premera Employer Council on behalf of the UIP.
- Ms. Hubbard confirmed that the subscription with Vyond was renewed for an additional year. Premera has agreed to fund the subscription at \$2,500.

With no additional items to discuss, Vice Chair Pfitzer adjourned the meeting at 10:05 a.m.

Approved by Trustees on October 10, 2019.

x 
Melina Coover, CWPU UIP Chair