



*Unified Insurance Program*

**Minutes of the Regular Meeting of  
CWPU Unified Insurance Program UIP  
March 12, 2020**

The regular meeting of the CWPU UIP was held via conference call on March 12, 2020, 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:

**Trustees**

Melina Conover  
Gary Ivory  
Marilee Kuehne  
Carrie Locke  
Darla Stevens  
Don Coppock  
Destini Parker

**Alternate Trustees**

Jody George  
  
Katie Pfitzer  
Suzie Thompson

**Public Utility District**

Benton PUD  
Douglas PUD  
Ferry PUD  
Franklin PUD  
Grant PUD  
Okanogan PUD  
Pend Oreille PUD

**Others in attendance:**

Franklin PUD:	Natassja Ransom
Grant PUD:	Diane Moseley
Okanogan PUD:	Dana Kincaid
CWPU UIP Benefits Program Administrator:	Sylvia Hubbard
Alliant:	Kim Chawes, Kerri Coyle
IBEW Local 77:	Brian Gray

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**Meeting Minutes**

The Trustees reviewed the minutes of the February 13, 2020 regular meeting and the March 9, 2020 special meeting.

**Motion** was made by Trustee Locke and seconded by Trustee Parker to approve the minutes of the February 13, 2020 regular meeting and the March 9, 2020 special meeting. Motion passed unanimously.

**Trustee Changes**

Chair Conover shared that Gary Ivory will serve in the role of UIP Trustee for Douglas PUD, replacing Barbara Davis. John Bergstrom will serve in the role of Alternate Trustee for Douglas PUD.

Ms. Hubbard shared that Mr. Gillespie and Ms. Crossland have expressed their interest in vacating their positions of UIP Treasurer and UIP Assistant Treasurer and asked the Trustees to contact their Accounting department for interested persons filling the vacancy.

Trustee Locke expressed that Franklin PUD is interested in handing off the CWPU billing duties at the end of the CWPU fiscal year, July 31, 2020.

#### **Outcome/Further Action – Benefits Program Administrator**

- Ms. Hubbard will share a list of duties currently performed by the UIP Treasurer and UIP Assistant Treasurer as well as an estimated time commitment.
- Ms. Hubbard will contact CliftonLarsonAllen to receive a quote for CWPU billing services.

#### **Benefits Program Administrator Report**

##### **Washington Paid Family and Medical Leave**

Ms. Hubbard provided an update on the status of the voluntary medical plan application filed by Benton PUD. While approval for the voluntary medical plan has not yet been received, work has been underway with the expectation of approval by April 1, 2020. Ms. Hubbard alerted the Trustees of updated information posted on ESD's website and provided resources such as a benefit calculator, employee communications regarding changes to the current short term disability program, etc. She also reminded the Trustees about premium withholdings starting April 1, 2020. In addition, Ms. Hubbard provided notice of reopened/renegotiated bargaining agreement to the Employment Security Department (ESD) on behalf of the CWPU utilities in accordance with WAC 192-520-010.

The Trustees agreed to meet on March 23, 2020 in a special meeting in the event approval for a voluntary plan has not been received by that time.

##### **COVID-19 Follow Up**

During the March 9, 2020 special meeting, questions arose regarding COVID-19 related claims and cost-shares, prescription refills, and disability leaves due to COVID-19 related quarantine. Ms. Hubbard explained that Premera provided the following answers: If an office visit results in COVID-related testing, the test and the office visit are covered without cost shares. All other treatment will follow current cost shares. Premera has lifted the standard RX refill policy. Prescriptions can now be filled without meeting a 75% usage requirement. Per Symetra, an employee would need to be quarantined, experience symptoms, and be unable to work to be considered disabled and qualify for the short term disability benefit. However, as a self-funded plan, the utility has the option to exercise "reservation of authority" and can request approval of a claim that is not medically supported.

##### **Adopt UIP Brand Guidelines**

In accordance with the 2020 UIP Operating plan, UIP brand guidelines were drafted, including logo, colors, and typography. Print and digital templates have been created following the brand guidelines.

**Motion** was made by Trustee Stevens and seconded by Alternate Trustee George to adopt the UIP brand guidelines as presented. Motion passed unanimously.

**Liability Insurance Renewal**

During the February 13, 2020 meeting, the Trustees requested additional crime and fiduciary liability quotes with increased liability limits of \$3 and \$5 million and a quote for a cyber security policy. Ms. Hubbard shared that the requested quotes have not yet been received.

**Payroll Administration – Benefits Program Administrator**

Trustee Stevens requested this topic to be tabled to a future meeting.

With no additional items to discuss, Chair Conover adjourned the meeting at 10:35 a.m.

Approved by Trustees on April 9, 2020.

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Melina Conover, CWPU UIP Chair

