



Northern Arizona Public Employee Benefit Trust (NAPEBT)  
Benefits Committee  
Coconino Community College  
2800 S Lone Tree Road, Flagstaff 86001  
Room 301  
January 14, 2020 – 1:00 p.m.

**AGENDA**

I. Call to Order

II. Roll Call

Present

Shannon Anderson  
Maggie Arellano  
Jennifer Caputo  
Jeanie Confer  
Heather Dalmolin  
Jeanie Gallagher  
Amy Girardo  
Rosa Mendoza-Logan  
Jennifer Moore  
Margaret Penado  
Erika Philpot  
Dietrich Sauer  
Jami Van Ess  
Kelly Deutsch

Absent

Lynn Hill  
Brianna Lorents  
Meg Miller  
Ginger Stevens

III. Recommended Protocol for Members and Other Participants Call In

All participants, including staff, should sit at the conference table during the discussion of topics, so they are closer to the microphones. Those present in the room should minimize side conversations and shuffling of paper because the sound is picked up by the microphones and it is more difficult for those on the phone to hear. Please be sure to identify yourself when you begin to speak, so those calling in know who is speaking. The Chair of the meeting should ensure those on the phone have an opportunity to speak.

IV. Approval of Minutes

The minutes from the December 10<sup>th</sup> meeting were reviewed. Erika moved to approve the minutes. Rosa seconded. Motion carried.

V. Discussion and Possible Action Items

A. Disability RFP

1. Update – Shannon

- i. We have not received census data for all agencies. This is delaying the process because vendors may not bid without experience information

1. Census: we have information from FUSD and County, CCC and CCASD sent to Quentin at Segal so they will forward to Shannon
2. Experience from County and FUSD, CCC and CCASD sent to Quentin at Segal so they will forward to Shannon
  - a. Shannon will work with Patrick to update the deadline and associated dates to match a contract beginning in January 2021 instead of July 2020
  - b. Shannon will send the list of vendors the City's Procurement notified of the RFP. Send her any outstanding vendor's contact information so they can be informed.
- ii. Response Due Date
  1. TBD based on new timeline
- iii. Response Review Period
  1. TBD based on new timeline
- iv. Confirm Response Review Participation
  1. Will identify participants closer to time

B. Performance Measures in NAPEBT Contracts

1. Discussed performance measures including the following questions:
  - i. Do we understand description, or do we need more explanation?
  - ii. Are the performance measures what we want to know and are they meaningful?
  - iii. DBI is willing to add performance measures – do we want to add some and what would they be?
  - iv. Health Equity has no performance measures – do we want to add some and what would they be?
2. Margaret brought up issues with Health Equity related to funds in incorrect accounts and incomplete employee verifications so funds can't be sent. We could measure number of errors (i.e. enrolled in incorrect plan) and/or number of days to resolve problem.
3. Amy mentioned that we can set up a general performance guarantee. If meet or exceed, they don't pay, but if they fall below then they pay for not meeting performance goal. Could set at our discretion (i.e. how satisfied are you overall with their performance?
  - i. We will add the following to all:
    1. Response rate to provider, employee or employer within 48 hours
    2. Reconciling inconsistencies within 1-2 days
    3. Maintaining network by zip code

C. Open Enrollment Brochure and Presentation (Kelly Deutsch will be joining us via phone)

1. We reviewed the benefits guide options
  - i. The third option with the mom and baby on the front was selected. Kelly will modify using pictures focusing on wildlife, activities and outdoors related to our area.
    1. Kelly will send pictures for review by 1/22 and we will review them at the Trust meeting on 1/24.
2. Kelly asked if we would like Powerpoint presentation templates with similar theme
  - i. We discussed that last year had 5 slides with background information only (they were just frames not the whole slide that could be modified)
    1. Rosa will send Kelly her version to identify what formatting is needed.
3. Add Kelly to the next two Benefits Committee meetings then she will work individually with each agency as needed
4. Are agencies interested in the post card to be mailed prior to Open Enrollment (2 – 3 weeks in advance)
  - i. No charge for design, but will charge for printing and postage. Kelly will have the pricing for our February meeting for different quantities.
5. Discussed adding wellness program information to the Benefits Guide. There may be some room on the Plan Notes page. We will discuss at the Trust meeting next week and Kelly will call in.

- D. Retiree Phase Out Talking Points Discussion – Tabled (This will be out first priority for the next meeting. Bring the retiree information from the 11/20 Trust meeting packet – memo from Segal – blended and unblended rate comparison and retiree project summary.)
  - 1. Eligibility
  - 2. Cost
  - 3. Network
  - 4. Impact to current employees
  - 5. Impact to current retirees

E. MHPAEA disclosure template - Tabled

- F. Review Program Plan - Tabled
  - 1. Begin semi-annual Admin Manual review
  - 2. Begin Open Enrollment materials discussion

VI. Reports/Discussion Items

- VII. Standing Items
  - A. Compliance updates
  - B. Training needs
  - C. Roundtable

VIII. Pending/Future Items and Agenda Items for Next Meeting

- A. Admin Manual
  - 1. Correct wording directing retirees to enter wellness points in BCBS portal
- B. Updated BAA agreements
- C. Review RFPs and start dates and assign procurement
  - 1. Dental - Expires 6/30/2019
  - 2. Vision - Expires 6/30/2020
  - 3. Life Insurance - Expires 6/30/2020
  - 4. COBRA - Expires 6/30/2020
  - 5. Rx - Expires 6/30/2021
  - 6. Medical - Expires 6/30/2022
  - 7. EAP - Expires 6/30/2023
  - 8. Benefit Consultant - pending

IX. Meeting Adjournment

The meeting was adjourned at 2:09 p.m.