



Northern Arizona Public Employee Benefit Trust (NAPEBT)
Benefits Committee
Coconino Community College
2800 S Lone Tree Road, Flagstaff 86001
Room 301
February 11, 2020 – 1:00 p.m.

MINUTES

I. Call to Order 1:00 p.m.

II. Roll Call

Present

Shannon Anderson
Maggie Arellano
Jeanie Confer
Jeanie Gallagher
Lynn Hill
Rosa Mendoza-Logan
Margaret Penado
Dietrich Sauer
Ginger Stevens
Jami Van Ess
Kelly Deutsch, Baker Tilly Vantage
Tara Smith, Baker Tilly Vantage
Katie Wittekind, NAPEBT Wellness Manager
Quentin Gunn, Segal Consulting

Absent

Brianna Lorents
Meg Miller
Jennifer Caputo
Heather Dalmolin
Amy Girardo
Jennifer Moore
Erika Philpot

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 January 14, 2020 meeting were reviewed. Rosa moved to approve the minutes. Lynn seconded. Motion carried.

V. Discussion and Possible Action Items

A. Open Enrollment Brochure and PowerPoint Template

1. Update on benefits guide
 - i. Pictures – Kelly received pictures and will provide draft guide for March 10th meeting
 - ii. Life insurance age reduction correction needed – Shannon to send information to Kelly via email
 - iii. Wellness Incentive information to be added – The committee decided to add information about the award winning wellness program with outcomes on the front page of the enrollment brochure and will add a double sided insert with more detailed information about the wellness program (I.e. points and how to earn them, when do you submit points, how do you engage in the program, update to website, etc.) per Katie’s recommendation. Katie will write the information for the front page and send to Kelly by February 21, 2020. Tara will send a sample insert to Katie. Kelly will send pricing of printing single sheet double sided as an insert.
- B. 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
- C. 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) per month and/or number of days to resolve problem.
 3. Margaret also mentioned difficulty in getting Health Equity to accept information sent through the HR office on behalf of the employee. She explained Health Equity requires it come directly from the employee, which can be difficult given they may not have the resources required to send directly. Shannon said she will follow up with Health Equity on this item.
 4. 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?)
 5. We will add the following to all:
 - i. Response rate to provider, employee or employer inquiries
 - ii. Resolving inconsistencies within 2 days
 - iii. Maintaining or increasing network in zip code areas 86001, 86004, 86005, 86022, 86040, 86045, 86046

- iv. Add to customer service performance guarantees items such as online reports, claims processing and web portal availability

D. 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.
 - ii. Kelly will modify by replacing wildlife to elk and deer, which are native to this area.
 - iii. Kelly will select winter and outdoor wellness related pictures for our review.
 - iv. Kelly will replace the lizard picture with the yoga picture used on the other cover.
 1. Kelly will send pictures for review by 1/22 and we will review them at the Trust meeting on 1/23.
2. Kelly asked about open enrollment dates for CCASD, NAIPTA and County
 - i. CCASD begins May 1st
 - ii. NAIPTA begins May 1st
 - iii. County begins second half of May
3. 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.
4. Add Kelly to the next two Benefits Committee meetings then she will work individually with each agency as needed.
5. 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.
6. 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.
7. Kelly will provide pricing for printing of the open enrollment brochures at the next benefits committee meeting on February 11th.

E. Retiree Phase Out Talking Points Discussion – Tabled (This will be our 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

F. MHPAEA disclosure template - Tabled

G. 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.