



**Northern Arizona Public Employee Benefit Trust (NAPEBT)  
Benefits Committee  
Coconino Community College  
2800 S Lone Tree Road, Flagstaff 86001  
Room 301  
March 10, 2020 – 12:30 p.m.**

**MINUTES**

I. Call to Order

The meeting was called to order by Shannon at 12:37 p.m.

II. Roll Call

Present

Shannon Anderson

Maggie Arellano

Jennifer Caputo

Jeanie Confer

Amy Girardo

Lynn Hill

Rosa Mendoza-Logan

Jennifer Moore

Dietrich Sauer

Ginger Stevens

Jami Van Ess

Kelly Deutsch, Baker Tilly Vantagen

Tara Smith, Baker Tilly Vantagen

Amy Girardo, Segal Consulting

Absent

Heather Dalmolin

Jeanie Gallagher

Brianna Lorents

Meg Miller

Margaret Penado

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 from February 11, 2020 meeting

Rosa moved to approve the minutes. Ginger seconded. Motion carried.

V. Discussion and Possible Action Items

A. Open Enrollment Benefit Guide and Post Card (Email from Kelly 3/2/20)

1. Reviewed benefits guide

i. Pictures – Committee members approved pictures.

ii. Life insurance age reduction – Information was updated on page 6.

- iii. Wellness Incentive Program information was added – Committee requested the title of the flyer be updated to Wellness Incentive Program. Deadline for the updated document is April 3, 2020. Shannon to notify Katie Wittekind. Kelly will update the PDF for each agency to print if they aren't ready in time.
        - iv. Takes about a week to print plus delivery time (plan for about 12 days)
      - 2. Reviewed post card mailers
        - i. BTV will add the wellness logo above “Don't Miss Out on Wellness”
        - ii. Kelly will send postcard draft to CCC by Friday and then will send to other groups
      - 3. Kelly has the open enrollment timelines for each group. She will be reaching out to NAIPTA, CCASD and County. She's putting together an overall communications timeline for Tara.
- B. Update from Kelly on adding “coming from another NAPEBT employer” to new hire enrollment
  - 1. This has been added to the website - \$150 for entity – bills have not been sent yet, but will be billed in April
  - 2. NAPEBT saved money by doing both updates to the website together
- C. Open Enrollment Preparation
  - 1. NAPEBT – 2020 Important Compliance Notice document update
    - i. Updated phone numbers for FUSD and CCC. CCASD will let Shannon know their new number. Lynn will let Shannon know if NAIPTA needs to be updated to Mountain Line.
  - 2. Mental health parity
    - i. Amy shared there is a lot of activity with federal audits, this action adds a layer of protection from penalties similar to stop loss
    - ii. Discussed concern expressed by Erika based on feedback from the board of supervisors. Committee feels comfortable with how we are moving forward.
  - 3. HDHP copay at VERA clinic
    - i. Five employees in one week expressed surprise they had a copay. Remind EEs that if they move to HDHP they will have a copay, but HSA money to help offset the costs.
  - 4. Open Enrollment presentation
    - i. Add the sheet of plan changes to the presentation
    - ii. Coverage of preventative care services is included
  - 5. Volunteer to request and continue follow up with Health Equity for the NAPEBT Section 125 Plan Documents effective 7/1/2020
    - i. Each agency will reach out on their own
- D. Administrative Manual Update
  - 1. Reviewed changes
  - 2. Maggie will let Shannon know about the updates for enrollment procedures on p. 23
  - 3. Need to update section on wellness – Shannon will check in with Katie
  - 4. Shannon will suggest revisions to mandate penalty wording
  - 5. Send Shannon any other changes you would like to have made
  - 6. This item is on the March 26<sup>th</sup> Board agenda
- E. Retiree Phase Out Talking Points Discussion
  - 1. Discussed potential implementation date of July 1, 2023 for FY 23-24
  - 2. Eligibility: current retirees may remain on retiree coverage until age 65 or Medicare eligible
  - 3. Cost: Committee discussed a basic handout with rates, network comparison (use of United Healthcare website – Choice Premier, Value and Plus plans) and eligibility requirements for ASRS/PSPRS retirement. A quick review of the website by Dietrich showed 5 year of employment requirement.
  - 4. Network – included in number E.3. above
  - 5. Impact to current employees – included in E.2. above
  - 6. Impact to current retirees – included in E.2. above
  - 7. Why are we making the change:

- i. Feasibility of providing long term cost effective benefit packages
    - ii. Retiree usage vs. contribution and limitations on adjusting
  - 8. Important to include
    - i. ASRS premium subsidy information
    - ii. Request ASRS provide an education series

F. Disability RFP Update

- 1. Expect to have 3 responses
- 2. Closes on 3/13/20
- 3. Will get responses out for final review

G. Paid Time Use to Extend Insurance Coverage – tabled this agenda item

- 1. Do agencies have a limit in their policies that prohibit employees from extending voluntary separation to stay on the medical plan.

H. Performance Measures in NAPEBT Contracts – update – tabled this agenda item

I. MHPAEA Disclosure Template – tabled this agenda item

J. Review Program Plan – tabled this agenda item

- 1. Begin semi-annual Admin Manual review

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

X. The meeting was adjourned at 2:00