



Northern Arizona Public Employee Benefit Trust (NAPEBT)  
Benefits Committee  
Coconino Community College  
2800 S Lone Tree Road, Flagstaff 86001  
Room 439  
June 11, 2019 – 1:00 p.m.

**AGENDA**

- I. Call to Order
- II. Roll Call
  - Shannon Anderson
  - Jennifer Caputo
  - Jeanie Confer
  - Heather Dalmolin
  - Shane Dille
  - Amy Girardo
  - Lynn Hill
  - Rosa Mendoza-Logan
  - Jennifer Moore
  - Erika Philpot
  - Dietrich Sauer
  - Ginger Stevens
  - Jami Van Ess
- 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 – May 14, 2019
- V. Discussion and Possible Action Items
  - A. Disability
    - a. Update on scope of work - Shannon
  - B. Admin Manual
    - a. Final review
      - i. Add plan design changes for BCBS
        - 1. Quentin will provide more information on nutritional counseling benefit and BCBS contact info for the Quick Reference Chart.
        - 2. Shannon will follow up with Amy on prescription drug changes (which pharmacy can an employee visit for vaccinations, which vaccinations can be requested at pharmacy, other changes outlined). Rx would be any of the contracted pharmacies regularly contracted. Working on a document listing the vaccines.
      - ii. Add Important notices: Shannon to follow with Amy and request assistance from Ash or Nancy with updates.
      - iii. The FUSD exception was removed from auto default language on page 24.

C. Begin Review of HIPAA Manual

- a. Please upload your manual to Sharepoint
- b. What BAA agreements are needed?
- c. Which ones do you have a current copy of for your agencies HIPAA manual?
- d. Ask Amy/Ash other items Benefits Committee members should verify each plan year?

VI. Program plan agenda/action items

- A. Review Health Equity plan docs

VII. Reports/Discussion Items

- A. Benefit Consultant Procurement
- B. Other contracts (handout: NAPEBT Board Meeting Project Plan FSA and Dental)

VIII. Standing Items

- A. Compliance updates
- B. Training needs
  - a. HIPAA training/update?
- C. Roundtable

IX. Pending/Future Items

- A. \$120 Wellness Level 2 Incentive – ongoing election?

X. Agenda Items for Next Meeting

XI. Adjournment