



Northern Arizona Public Employee Benefit Trust (NAPEBT)
Benefits Committee
Coconino Community College
2800 S Lone Tree Road, Flagstaff 86001
Room 439
July 9, 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
Meg Miller

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

V. Discussion and Possible Action Items

A. Disability

a. Update on scope of work – Shannon

B. Benefits Guide – Navajo and Spanish versions

C. Annual Compliance Checklist (Amy)

a. HIPAA Manual

i. Review list of who we should BAAs with and who holds the master copies.

ii. Verify current Security Officer is designated and posted appropriately

iii. Certification for new employees

iv. Recertification every two years

b. Other

D. Benefit Consultant Procurement

a. Continue with RFP process every 5 years or extension of cooperative agreement

- VI. Reports/Discussion Items

- VII. Standing Items
 - A. Compliance updates
 - B. Training needs
 - a. HIPAA training/update
 - C. Roundtable

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

- IX. Meeting Adjournment