



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.

MINUTES

I. Call to Order

The meeting was called to order at 1:05 p.m.

II. Roll Call

Present

Shannon Anderson
Jennifer Caputo
Jeanie Confer
Amy Girardo
Lynn Hill
Rosa Mendoza-Logan
Dietrich Sauer
Ginger Stevens
Jami Van Ess
Maggie Arellano

Absent

Heather Dalmolin
Shane Dille
Meg Miller
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

Ginger moved to approve the June minutes and Shannon seconded.

V. Discussion and Possible Action Items

A. Disability

a. Update on scope of work – Shannon - tabled for the next meeting

B. Benefits Guide – Navajo and Spanish versions

a. Maggie will check into the County's need and let us know at the next meeting. None of the other agencies have a need.

C. Annual HIPAA Compliance Checklist

a. We reviewed HIPAA documents from Amy. One is an overview the other is more detailed.

- b. Quentin is making a list of all BAAs and will get a copy of each to us.
- c. HIPAA training is scheduled for September 12th at City Hall. It will be recorded and sent to each agency.
- D. Benefit Consultant Procurement
 - a. Options are to conduct an RFP process (every five years) or extension of cooperative agreement with 1GPA
 - i. Currently there is one year left on current agreement with Segal.
 - ii. There are 3.5 years left on the cooperative agreement with 1GPA (began 12/18). It is currently set up as a \$325/hour rate but there is the flexibility to do a retainer instead. There are a broad range of services to choose from as well (compensation, communications, etc.)
 - 1. Agencies will discuss internally, and we will follow up with Amy on any additional questions.

VI. Reports/Discussion Items

VII. Standing Items

- A. Compliance updates
- B. Training needs
 - a. HIPAA training/update - see item C. c. above remove from next agenda
- C. Roundtable

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

- A. List of RFPs on the calendar with start dates and assign procurement

IX. Meeting Adjournment

The meeting was adjourned at 2:56.