



**Northern Arizona Public Employee Benefit Trust (NAPEBT)**  
**Benefits Committee**  
**Coconino Community College**  
**2800 S Lone Tree Road, Flagstaff 86001**  
**Room 301**  
**December 10, 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

Maggie Arellano

Jennifer Caputo

Amy Girardo

Lynn Hill

Rosa Mendoza-Logan

Jennifer Moore

Margaret Penado

Erika Philpot

Dietrich Sauer

Ginger Stevens

Jami Van Ess

Absent

Heather Dalmolin

Jeanie Confer

Brianna Lorents

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

Dietrich moved to approve the minutes as written. Erika seconded. Motion passed.

## V. Discussion and Possible Action Items

### A. Disability RFP

1. Update – Shannon
  - i. Reviewed draft and discussed revisions
  - ii. Each agency will send Shannon their number of benefit-eligible employees
  - iii. Send insurance coverage requirements to Margaret Penado (Risk subcommittee will review)
2. Discussed the RFP timeline
  - i. Shannon will encourage RFP to be sent by 12/13 to be due on 1/10
  - ii. Review RFPs between 1/13 and 1/24
  - iii. Meet last week of January to discuss evaluation scores
  - iv. Interview evaluation Presentations during first week of February
  - v. Create recommendation during 2/11 meeting
  - vi. Presented to Board for adoption on 2/19
  - vii. Contract and materials by 3/16

### B. Performance Measures in NAPEBT contracts

1. Update – Erika
  - i. Each agency will review information for discussion at our next meeting and consider if we understand the measures or if we need more info, and if they are meaningful and provide information that we want and need
2. Add to project plan once we know the timing of the reports

### C. Review Project Plan

1. Section 125 plan docs – once each agency's document is signed it should be posted on their website

### D. MHPAEA disclosure template

1. Tabled

### E. BCBS plan design changes for 7/1/20

Reviewed changes and discussed what to support and not

1. Transplant – no change supported
2. Mammography – no change supported
3. Breast implant removal – mandatory to support
4. Emergency services – no change supported
5. Gene therapy travel and lodging – supported

### F. BCBS magnets

1. Shannon collected each agency's contact information and quantities needed. She will submit to BCBS.

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 2:25 p.m.