

Everett School Employees Benefit Trust
Minutes of December 10, 2007
Board Room
4:00 pm

Attendance

Mike Gunn
Betsy Selders
Molly Ringo
John Morrill
Sue McCann
Susan Lindsey

Also Attending

Darla Van Duren
Randi Seaberg
Sean White

Recorder

Susan Sacha

I. Call to Order

Mike called the meeting to order at 4:00 pm

II. Adoption of Agenda

The agenda was revised and adopted (Wellness Program added).

III. Approval of Minutes

The minutes from the November 19th meeting were revised and approved (date change made at bottom of page 2).

IV. Retirement Recognition for Sue McCann

Mike acknowledged Sue's many years and contributions to the Trust and presented her with a remembrance and card from the trustees.

V. Fiduciary Liability Insurance Renewal (Darla V)

Darla reported that the fiduciary liability insurance agreement was up for renewal January 12th. She indicated that the premium last year was \$8,700 and felt that it would be similar for the upcoming renewal. At Molly's request, Darla provided background information on the insurance agreement for the benefit of new trustee Susan Lindsey and reminded the group that they had previously authorized renewal of the policy if the premiums were under \$10,000.

VI. Financial Report (Darla V)

Darla had not received the bank statements and will provide the financial report at the next meeting. She did inform the trustees that a quarterly rebate check from ESI will be coming in December and that claims for HMA were \$665,000 compared to \$490,000 last year and prescriptions were \$134,000 compared to \$136,000 the previous year

VII. Approval of Annual Report & Budget for the Office of Financial Management (Darla V)

This item had been presented to the trustees at the last meeting. Darla asked if there were any additional changes. None were requested. A motion was made to approve the Annual Report and Budget for the Office of Financial Management. The motion was seconded and passed.

VIII. Open Enrollment (Randi S)

Randi reported that open enrollment was done electronically this year and the process went well with very few glitches. She said numbers went up in all plans. Randi believes the rate decrease may have caused staff to look more closely at the

plans. Also, since students can be covered until age 23 many dependents were re-enrolled. This year's plan participation showed 204 subscribers for STD (an increase of 23), 410 for PP01, 353 for PP02, 199 for PP03, 354 for PacifiCare, 330 for Group Health, 1,573 for Washington Dental and 362 for Williamette.

IX. Wellness Program

Randi and Sean provided trustees with some additional information on the Wellness Coordinator position for their consideration.

Sean reported that he had worked with several other districts who used wellness coordinators and provided a listing of job activities for the trustee's review. Activities included coordinating General Total Health Management; Vendor Management; Comprehensive Wellness Program Management; Communications Program; and Measurement and Evaluation. Sean also included a sample timeline for this work. Randi provided a job description. In addition, salary information was distributed. Discussion followed.

A motion was made and seconded to adopt the Wellness Coordinator job description and to fund the position at level E on the Prof. Tech. salary schedule. The motion was seconded. Further discussion followed. It was felt that in order for the program to be successful, the trustees needed to make a real commitment and the district's senior management needed to support the program in order for it to be successful. Molly recommended posting the position at level F instead of E which more closely aligns with the wellness coordinator in Tacoma. The motion was amended to adopt the Wellness Coordinator job description and to fund the position at level F on the Prof. Tech. salary schedule. The motion passed.

X. Review of Annual Calendar

No action necessary.

XI. Other

Molly announced that the District will be seeking approval from its Board of Directors at their December 11th meeting to approve the appointment of Wayne Kettler to the position of trustee for Everett School Employees Benefit Trust. Wayne will be replacing Sue McCann upon her retirement.

XII. Adjournment

The meeting was adjourned at 6:00 pm.

Sincerely,

John Morrill
Secretary

**Next Meeting
February 11, 2008 4:00 pm
Board Room**