

**Everett School Employees Benefit Trust
November 20, 2019 – Regular Meeting
Minutes**

Attendance

Gregg Elder
Larry Fleckenstein
Susan Lindsey
Kelly Shepherd
Jeff Moore

Absent

Adam Goldstein

Also Attending

Gayla Jenner
Randi Seaberg
Darla Vanduren

Recorder

Kellee Newcomb

Call to Order

The meeting was called to order by Larry Fleckenstein at 4:06 p.m.

Adoption of Agenda

A motion was made by Gregg Elder and seconded by Jeff Moore to adopt the agenda as written. The motion passed unanimously.

Adoption of Minutes

A motion was made by Kelly Shepherd and seconded by Susan Lindsey to approve the minutes from the October 23, 2019 Regular Trust meeting as written. Jeff Moore abstained as he was not present at the October meeting. The motion passed.

Financials

Darla reviewed the October 2019 financials with the group. She noted the current bank balance has changed since she prepared the report. As of today, the new balance is \$96,576.42.

Darla reminded the Trustees of other expenses that will be coming, including the flat fee that she and Kellee will need to determine for meetings going beyond December, and the cost of the Optum smoking cessation program if an eligible employee enrolls between now and December 31, 2019. She also noted that Mercer is working on closing things out and she has been working with Melanie on the EAP transitioning from the Trust to the district and what the contract will need to include, as well as the Trust's fiduciary liability insurance and if an addendum will be needed. The group discussed this information and provided feedback. These items will be discussed further at the December meeting.

Audit Report

Darla provided the Trust Audit Report and Financial Statements for the Year Ended June 30, 2019 prepared by Bruce Dietrich from Toyer, Dietrich and Associates. There were no concerns or issues found during the audit. Darla said that Bruce has agreed to a flat fee of \$6,500 to complete the final/closing audit for the Trust. The Trustees discussed this and agreed the fee was reasonable. A motion was made by Kelly Shepherd and seconded by Gregg Elder to approve the Trust Audit Report for the Year Ended June 30, 2019 and to accept the fixed fee of \$6,500 for Bruce Dietrich of Toyer, Dietrich and Associates to complete the Trust's final/closing audit. The motion passed unanimously.

Other

Darla noted that UNUM requested a cancellation letter from the Trust. She prepared the cancellation letter and provided it for Trustee signature.

SEBB Update

Randi provided reports indicating what plans/services employees chose during the SEBB open enrollment and reviewed the information with the group. Randi noted how great the benefits team and human resources staff were during this open enrollment. They went above and beyond to assist employees to make their benefit choices. The Trustees thanked the benefits team and human resources staff for their excellent work. The Trustees asked who employees will contact now when they need assistance with their SEBB medical plans. Randi said they will most likely still contact human resources first; however, ultimately this rests with SEBB or with the plans themselves. She said their capacity to assist employees in this area has drastically diminished.

Upcoming December Agenda Items

The Trustees reviewed agenda items for the December meeting.

Adjournment

The meeting was adjourned by Larry Fleckenstein at 5:04 p.m.

Sincerely,

Gregg Elder
Secretary

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