

To: ESEBT Trustees
C: Kellee Newcomb
Fr: Randi Seaberg, Director Human Resources
Dt: October 13, 2014

Re: Open Enrollment Update & EAP usage update

Dear Trustees- I am out of the district at a conference today. I apologize for missing the Trust meeting. In my absence I have submitted the following update to Kellee to share with all of you. Please don't hesitate to contact me if you have any questions.

Regards, Randi Seaberg

Open Enrollment update

- Open Enrollment will be held October 20 to November 17, 2014.
- Information packets will be delivered to sites on or before October 17.
- The printing and delivery of these packets will be done by Evergreen Printing at a cost of \$3,500.⁰⁰.
 - *This is a very large, unanticipated cost to be absorbed by the Human Resources department. Any contribution towards this cost that the Trust would consider would be very much appreciated.*
- Districtwide emails will be sent weekly on Wednesdays throughout Open Enrollment period. Topics of these emails will include:
 - Flexible Spending Accounts/Health Savings Accounts
 - New vision provider (MetLife)
 - New medical plans (United Healthcare); including pharmacy and alternative care specifics
 - Frequently asked Q & A's
 - Final week reminders including updating beneficiaries, usage of flex-plan \$

Open Enrollment Support Events:

Representatives from United HealthCare, Group Health Cooperative and MetLife will be in attendance at the following benefit help sessions. Benefits staff will also be available to assist with questions and the employee online enrollment process. **All sessions will be from 3:00 p.m. to 6:00 p.m.**

Location	Date	Room
Cascade High School 801 East Casino Road Everett, WA 98203	Thursday, October 23	Library
Jackson High School 1508-136 th Street SE Mill Creek, WA 98012	Wednesday, October 29	Computer Lab 1
Everett High School 2416 Colby Avenue Everett, WA 98201	Wednesday, November 5	Computer Lab 1
Community Resource Center 3900 Broadway Avenue Everett, WA 98201	Thursday, November 13	Board Room B

Human Resources and Payroll staff have been meeting weekly with both MetLife and United Healthcare representatives to plan for and monitor implementation. Both vendors have been responsive to district staff requests and have been helpful.

HR has not yet received the final contract from MetLife or UnitedHealthcare. Once we do and have audited it for accuracy along with Mercer, the contracts will then be forwarded to Melanie Curtice for legal review. These contracts are expected to arrive shortly.

Employee Assistance Program update

- No change in overall usage in non-emergent EAP usage, i.e. counseling. Employees continue to utilize EAP services at a limited, but consistent pace.
- A Critical Incident occurred on October 1 mid-day with a student of ours. The event occurred off-campus. Magellan critical incident claim was initiated by Randi and counselors were in place at the three schools impacted the next morning providing counseling, support, resources and referrals to staff. Strong praise for the support has been received.
- New brochures have been received by Magellan to restock our supplies. Randi will be distributing brochures via principals at upcoming meetings and via in-district mail. Copies of the brochures are available tonight for the Trustees perusal.