

**Everett School Employees Benefit Trust**  
**Wednesday, February 15, 2017**  
**Minutes**

**Attendance**

Gregg Elder  
Larry Fleckenstein  
Adam Goldstein  
Susan Lindsey  
Jeff Moore  
Kelly Shepherd

**Absent**

Shelly Henderson

**Also Attending**

Melanie Curtice  
Angela Erickson  
Gayla Jenner  
Debbie Kovacs  
Randi Seaberg  
Darla Vanduren

**Recorder**

Kellee Newcomb

**Call to Order**

The meeting was called to order by Adam Goldstein at 4:02 p.m.

**Adoption of Agenda**

A request was made to add an agenda item regarding the 2017-18 Trust meeting calendar. A motion was made by Gregg Elder and seconded by Kelly Shepherd to adopt the agenda as modified. The motion passed as unanimously.

**Honor Molly Ringo and Welcome Larry Fleckenstein**

The Trustees presented Molly with a plaque in appreciation of her many years of dedicated service on the Trust and to the employees of Everett Public Schools. Molly said the Trust has come a long way over the years and she shared some of the Trust's history. The Trustees each thanked Molly for her hard work and leadership. They noted that she has gone beyond the call of duty as a Trustee, and because she helped to put structures and systems in place for the Trust that were not originally there, she has made things easier for the current Trustees and for those who will follow. The group took a brief break to enjoy some refreshments provided in Molly's honor.

The Trustees welcomed Larry Fleckenstein to the Trust. Larry commented that he is excited and feels fortunate to join the Trust to serve the employees of Everett Public Schools.

**Adoption of Minutes**

A typographical error was found in the draft minutes. A motion was made by Susan Lindsey and seconded by Gregg Elder to approve the minutes from the January 18, 2017 meeting as amended. The motion passed unanimously.

**Financials**

Darla provided the December financials and reviewed the information with the group. The group discussed the change of status with Union Bank from a bank analysis account to a fee basis account. Jeff mentioned that he and Darla have talked about the possibility of the Trust looking for a new bank in the future, possibly one that is local. The Trustees asked Darla to let them know when she would like to begin looking for a new bank.

**Fiduciary Liability Insurance Renewal**

Darla reported that she has provided the required annual renewal application to the Chubb Group; however, she has not yet received a rate quote from them. The renewal is due by April 1 so she hopes to receive the renewal quote in time for the Trustees to review and approve at the March 15, 2017 meeting.

Darla noted that March U.S. Consumer is the broker for the Chubb Group and they are also affiliated with Mercer. Melanie talked about this being a good time to look at the governance of the Trust. She said it has been a while since the Trustees discussed the governance of the group and that with the recent change in Trustees, it might be a good time to begin conversations regarding delegating duties and responsibilities. The group discussed this and provided feedback.

Melanie will review the Trust's policies and procedures to determine roles and responsibilities and bring recommendations back to the next meeting.

### **Affordable Care Act (ACA) Responsibilities**

Jeff said he is interested in looking at the responsibilities that the district has when employees' qualify for ACA and the potential fines that could be imposed against the district. He said he is interested in looking at what is in the best interest of employees but also in a way that the district could be held harmless. Adam talked about the disparity between the federal government and the state in the definition of a full time employee. He shared the repercussions that other districts are facing in this area.

The group discussed the current insurance plan structures and the Trust's decision to create and subsidize a 3-to-1 ratio which is now putting the district at risk for potential fines. Melanie noted that this issue does not have to be solved immediately, which gives the Trust time to determine what is needed. She felt this issue might be better addressed around plan renewal time.

### **Request for Proposal (RFP) Process Follow-Up**

Melanie provided the Trustees with a draft RFP process per their request. She said that as she was putting the document together she grew concerned about trying to cram too much into a short timeline. She said she felt the Trust would be better served to continue with the current process and make a decision during open enrollment so that there would be time to select a consultant with the idea that they would begin on January 1.

The Trustees asked if Mercer had been notified of the Trust's plans to begin the RFP process. Randi shared that she had recently talked with Sean about another topic and he asked about the Trust doing the RFP. The Trustees discussed a communication plan and agreed that Adam and Jeff would make contact with Sean. Melanie encouraged the Trustees to review the draft RFP document and provide feedback to her. She will work with Randi to provide a report and tentative timeline for next month's meeting.

### **Policy Revisions**

The group discussed the proposed revisions to Trust Policy 491, Open Public Meetings. They asked for Melanie's feedback regarding whose office should be the interim Trust office between meetings. It was determined that the interim office would be the Director of Human Resources. Proposed revisions to Trust Policy 491, Open Public Meetings, will be provided to the Trustees for second reading and adoption at the March 15, 2017 meeting.

### **Upcoming Agenda Items**

The Trustees reviewed agenda items for the March 15, 2017 meeting.

### **Other**

The Trustees were provided a draft regular meeting calendar for 2017-18. They will review the proposed dates and take action at the next meeting.

Everett School Employees Benefit Trust  
February 15, 2017  
Minutes – continued

**Adjournment**

The meeting was adjourned by Adam Goldstein at 5:25 p.m.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Moore", written in a cursive style.

Jeff Moore  
Secretary

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