

**Everett School Employees Benefit Trust
September 15, 2019 – Regular Meeting
Minutes**

Attendance

Gregg Elder
Larry Fleckenstein
Adam Goldstein
Jeff Moore
Kelly Shepherd

Absent

Susan Lindsey

Also Attending

Katy Bursch
Linda Conti
Randi Seaberg
Darla Vanduren

Recorder

Kellee Newcomb

Call to Order

The meeting was called to order by Larry Fleckenstein at 4:02 p.m.

Adoption of Agenda

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

Adoption of Minutes

A motion was made by Gregg Elder and seconded by Kelly Shepherd to approve the minutes from the June 15, 2019 Regular Trust meeting as written. The motion passed unanimously.

Financials

Darla reviewed the June, July and August 2019 financials with the group. She noted that there is no cash in the investment account and that the US Bank account has been closed. There is a little over \$27,000 in the checking account. Contributions will be coming in at the end of September to make the October payments.

Mercer

The Trustees contacted legal counsel Melanie Curtice by phone to provide feedback. Darla noted that Mercer provided an adjusted agreement. She will provide a copy for the Trustees' information. Sean offered to provide a "winners/losers" analysis; however, the Trustees did not feel that was necessary.

Randi talked about conversations with Mercer regarding SEBB plan communications for employees. One area that might be confusing is the dental plans. One is titled DeltaCare which is different than the current Delta Dental plan. Mercer will be providing a comparison document for employees to help clear up any confusion between the two plans. Mercer will also be terminating the current carriers. Darla will be working with them on that. The Trustees discussed concerns related to school employee eligibility as defined by the legislature ([WAC 182-31-040](#)).

IRS

Darla noted that after a conversation with Melanie, she has already filed the required IRS 990N Form.

Audit

Darla reached out to Bruce Dietrich of Toyer, Dietrich and Associates, who has performed the Trust's previous audits. She explained the Trust's situation and asked his advice on what type of audit might be best. His recommendation was to do a cash receipts audit as of June 30. The estimated cost would be \$7,000. Another recommendation was to do an audit for July through the end of October. The estimated cost would be \$3,000. The group discussed the recommendations and that they would be one month short. Melanie suggested an audit when everything has wound down. Darla said a problem would be that the Trust can't pay the bill once they are dissolved. The checking account will be closed after the December 18 meeting.

The Trustees discussed the information provided and how best to move forward. A motion was made by Kelly Shepherd and seconded by Gregg Elder to accept the audit proposal from Bruce Dietrich to do a June 30, 2019 audit, and a close of the books audit with the date to be determined. The motion passed unanimously. Darla will communicate this information to Bruce. Darla will also let Mercer know that if the “winners/losers” analysis is ready for the October meeting, to have Sean send it to Kellee to provide to the Trustees. The Trustees would like Mercer to continue to work with HR but it was not necessary for Sean to attend the October meeting. Melanie said she is drafting a document for the Trustees’ review. She will present the draft at the October meeting and will attend the December meeting for their approval (she is out of town in November).

Upcoming October Agenda Items

- SEBB update—Randi Seaberg
- Review Trust dissolution documents—Melanie Curtice

Other

Adam commented that the communication level in Everett Public Schools is much better than in other districts he works with. Larry shared that at this year’s New Hire Orientation, HR was very explicit with new employees about the medical benefit changes and that they would have to choose new SEBB plans during open enrollment.

The group talked about how they can help with communications to employees, specifically, how to help them not miss deadlines. Randi said the state system is much more user friendly than employee online. Employees are receiving communications that dependents must be verified. If this is not done, only the employee will be covered. Employees can begin setting up accounts on October 1. Randi suggested sharing with staff that all dependents must be verified, or they will not be covered. Also, if the staff member does not pick a plan themselves, a default plan will be chosen for them.

Randi shared that the district will be assuming continuation of the EAP program since it will not be provided under SEBB. The format has not yet been finalized.

The Trustees asked that the January, February and March meeting dates be added back on the calendar. This is in case additional meetings are needed to close out the Trust’s business.

Adjournment

The meeting was adjourned by Larry Fleckenstein at 5:02 p.m.

Sincerely,

Gregg Elder
Secretary

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