

**Everett School Employees Benefit Trust  
December 18, 2019 – Regular Meeting  
Minutes**

**Attendance**

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

**Absent**

**Also Attending**

Melanie Curtice  
Gayla Jenner  
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 Jeff Moore and seconded by Adam Goldstein to adopt the agenda as written. The motion passed unanimously.

**Adoption of Minutes**

A motion was made by Kelly Shepherd and seconded by Gregg Elder to approve the minutes from the November 20, 2019 Regular Trust meeting as written. Adam Goldstein and Jeff Moore abstained as they were not present at the November meeting. The motion passed.

**Financials**

Darla reviewed the November 2019 financials with the group.

**Dispersal of Final Trust Monies**

Darla provided a document with options for dispersing the remaining Trust monies and reviewed the information with the group. She noted that she and Melanie have discussed these options and they meet the requirements for disbursement.

Darla separated the totals into three sections. The first included Magellan EAP services, administrative costs for January and February 2020, and December 2019 bank fees. Regarding the Magellan contract for EAP services, Darla noted the contract has been reviewed by Melanie and the district's legal counsel, Sarah Mack. The contract amount for 2020 would be a fixed amount. The contract amount for 2021 and 2022 is a projection that could potentially change if the number of district staff increases or decreases by 15%. The money for 2021 and 2022 would be held in a liability account at the district. Darla noted that the auditor is aware of the liability account and agrees with this process.

The second section included legal costs and administrative costs to close out 2020. Darla explained to the group about the records retention requirements and the IRS filing that will need to occur in December 2020. The third section included potential items to disburse the remaining funds. Any other funds that come in after today would revert to the district. The group discussed the options as presented. A motion was made by Adam Goldstein and seconded by Jeff Moore to expend the Trust's funds as presented with the exception that the third section remaining balance would be disbursed to cover administrative costs. The motion carried unanimously.

### **Benefits Update**

Randi shared an update on SEBB. She noted that some mistakes have been made statewide and SEBB is working to correct those mistakes. Information regarding the mistakes has been mailed to impacted employees. The HR benefits team has been helping impacted district employees work through any issues.

Randi also noted SEBB has provided an extension for dental plans. This is the result of employees who incorrectly chose a DeltaCare plan thinking it was the same as their current Delta Dental plan. SEBB is allowing dental plan mistakes to change until December 31. Letters regarding this will be mailed from SEBB to employees this week.

Randi extended a thank you from the benefits team to the Trustees for the massage gift certificates.

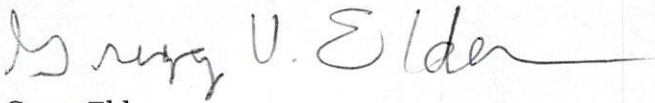
### **Upcoming January Agenda Items**

Darla noted that a meeting in January was probably not needed. A motion was made by Adam Goldstein and seconded by Jeff Moore to cancel the January 15, 2020 meeting. The motion carried unanimously. The Trustees will meet again on February 19, 2020.

### **Adjournment**

The meeting was adjourned by Larry Fleckenstein at 4:44 p.m.

Sincerely,

A handwritten signature in cursive script, reading "Gregg V. Elder".

Gregg Elder  
Secretary

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