

Everett School Employees Benefit Trust
Monday, December 12, 2011
Minutes

Attendance

Mike Gunn
David Jones
Susan Lindsey
John Morrill
Molly Ringo
Betsy Selders

Absent

Also Attending

Gail Buquicchio
Randi Seaberg
Darla Vanduren

Recorder

Kellee Newcomb

Call to Order

The meeting was called to order by David Jones at 4:02 p.m.

Adoption of Agenda

There was a request from Randi to move the Open Enrollment Update item earlier in the meeting as she needed to leave for another obligation. The Trustees unanimously approved the revised agenda.

Approval of Minutes

A motion was made by Mike Gunn and seconded by Susan Lindsey to approve the minutes from the November 28, 2011 meeting as written. The motion passed unanimously.

Open Enrollment Update – Randi Seaberg

Randi provided copies of an email from Gayla Jenner with an interesting breakout of statistics from this year's Open Enrollment. She noted one of the biggest changes was the number of staff enrolling in Group Health which was over 100. Many of those staff are former PacifiCare subscribers. Willamette Dental also saw an increase of 98 enrollees. Randi noted that flexible spending enrollment has gone smoothly. The option was highly promoted to assist with health care spending and many people had not considered it before. Arlene and Rene continue to input data and remedy anomalies in order to meet Friday's payroll deadline.

The Trustees discussed providing recognition to Arlene and Rene. A motion was made by Molly Ringo and seconded by Betsy Selders that the Trust provide one session of chair massage for the two staff members (Arlene and Rene) in the benefits department. The motion passed unanimously. The Trustees asked Gail to make the arrangements for the massage and they asked Randi to inform Arlene and Rene.

Financials – Darla Vanduren

Monthly financials

Darla provided the November financials and reviewed the highlights with the Trustees.

Balance Sheet – The fund balance for November 2011 decreased \$(7,454) resulting in an overall decrease for the fiscal year of \$(1,334,360). The consultant's fees credit balance remains at \$1,798. Corporate obligations (CD's) had sales of \$95,000. Government obligations sales were \$413,704 and pay downs were \$3,410.

The fund balance comparison was \$8,478,740 compared to \$11,421,360 in November 2010. Overall assets for this fiscal year total \$9,949,740 compared to \$12,763,360 a year ago.

The Statement of Operations and Fund Balance indicates payments to: Alere Wellbeing for the “Quit for Life” program of \$410.00; HealthForce for the Wellness Challenge portal of \$4,378; the Wellness Program for monthly expenses of \$4,491; Toyer, Dietrich & Associates for an audit invoice of \$6,881 for a total of \$10,470 for this year’s audit ; the bank for monthly and quarterly fees of \$1,104; Becker Capital for quarterly investment fees of \$4,278; Stoel Rives for ongoing legal fees for September services of \$9,820; and Evergreen Printing for half of the Open Enrollment printing costs of \$1,725.

HMA claims were \$800,713 less this November than November 2010. ESI claims were \$40,333 more this November than November 2010. Overall HMA claims this year were \$685,744 less than in 2010 and ESI claims were \$60,975 more this year than in 2010.

Things to note: A refund check from Sun Life was received in the amount of \$47,419.03 and \$40,684.28 was received for the HMA run-out agreement premiums for January-March 2012.

Fiduciary Liability Insurance Renewal

Darla provided the Trustees with a summary of premiums paid for Fiduciary Liability Insurance since 2005. She is in the process of gathering and preparing the required information to include with the payment. They will provide a quote to Darla for the renewal; however, the renewal is due on January 12, 2012 which is prior to the next Trust meeting. Darla reminded the Trustees of past practices where they have given their approval for her to pay the renewal if the quote falls within a certain dollar amount. The Trustees reviewed the summary of past premium amounts and discussed this option. A motion was made by Molly Ringo and seconded by John Morrill that Darla be provided a ceiling of \$10,000 to secure and continue the Fiduciary Liability Insurance. If the quote exceeds the ceiling Darla will notify the Trustees for further review. The motion passed unanimously.

Office of Financial Management Follow-Up

A letter from Melanie Curtice was previously provided to the Trustees. Darla stated she mailed the letter to OFM on December 7, 2011 with claims and financial audits information. The deadline is December 30, 2011.

Wellness Program Report – Gail Buquicchio

Gail provided the Trustees with a Wellness report for the month of December and reviewed the highlights with them. She and Darla are working out the details of the debit card Wellness Challenge incentives and hope to provide them to employees in January. She is currently promoting next year’s Wellness Challenge and is hoping for increased participation. She indicated the Weight Watchers at Work subsidy has attracted a lot of positive attention.

Gail will soon be meeting with staff from Premera to discuss their Wellness program offerings and to find ways for the ESEBT Wellness program and the Premera Wellness program to integrate and collaborate.

Discussion/Approval of Revised Investment Policy

A copy of the proposed revisions to Trust Policy 220, Investment Guidelines and Rules, was provided for the Trustees review. Molly indicated that Melanie and Howard of Stoel Rives have both reviewed the proposed revisions and provided feedback. The group reviewed the proposed revisions. A question was raised about specifying the duration time frame of the investments. In the previous policy there was a reference to no longer than 10 years. The Trustees questioned whether there was a reason for no longer including the parameter for the length of the investment or if it was an accidental omission. The group discussed approval timelines and agreed to approve the policy now as is, and make any necessary revisions at a later date. Molly agreed to contact Jayson with the Trustee's question regarding the time frame duration for investments. A motion was made by Mike Gunn and seconded by Susan Lindsey to approve the proposed revisions to Policy 220, Investment Guidelines and Rules, as written and follow up with the Trustees question to Jayson regarding the duration of investments. The motion passed unanimously.

HCA K-12 Health Benefits Update – Molly Ringo

Molly reported there is nothing new at this time. She is waiting for a copy of the final document from HCA and will provide it to the Trustees once it is received.

Review of Annual Calendar & Meeting Calendar

The group reviewed the annual calendar and discussed the January meeting date which is a non instructional work day. Also discussed was the potential conflict with elementary conferences on March 19, 2012.

Adjournment

A motion was made by John Morrill and seconded by Susan Lindsey to adjourn the meeting. The meeting was adjourned at 4:34 p.m.

Sincerely,

John Morrill
Secretary

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