

**Everett School Employees Benefit Trust
Special Meeting
Wednesday, September 28, 2016
Minutes**

Attendance

Gregg Elder
Susan Lindsey
Molly Ringo
Kelly Shepherd

Absent

Adam Goldstein
Jeff Moore

Also Attending

Cris Bosket
Bruce Dietrich
Shelly Henderson
Aanya Lee
Randi Seaberg
Darla Vanduren
Sean White

Recorder

Kellee Newcomb

Call to Order

In the absence of Trust Chair Adam Goldstein, the meeting was called to order by Gregg Elder at 4:01 p.m.

Adoption of Agenda

Molly reported that the documents needed for follow up regarding the Trust's legal counsel were not yet finalized for this meeting. As a result, this item will be moved to the November meeting. A motion was made by Kelly Shepherd and seconded by Susan Lindsay to adopt the agenda as modified. The motion passed unanimously.

Adoption of Minutes

A motion was made by Kelly Shepherd and seconded by Susan Lindsay to approve the minutes from the September 14, 2016 meeting as written. A motion was made by Susan Lindsay and seconded by Molly Ringo to approve the minutes from the September 28, 2016 meeting as written. The motions passed unanimously.

Financials

Darla reported that she will provide the financials for past months once the annual audit is finalized and approved.

Approval of the Annual Audit Report

Bruce Dietrich of Toyer, Dietrich and Associates provided the annual audit report and reviewed the information with the Trustees. As in past years, the financial statements were in order with no significant findings. A motion was made by Molly Ringo and seconded by Susan Lindsay to accept the auditor's report for the year ended June 30, 2016. The motion passed unanimously. The Trustees thanked Mr. Dietrich and Darla for their work on the audit.

Wellness Program Report

Shelley reviewed the monthly Wellness Program report with the group.

Consultant Report

Sean and Darla discovered that the final budget and rates discussed at the last meeting were not formally approved. A motion was made by Kelly Shepherd and seconded by Gregg Elder to approve the final budget and rates for 2017. The motion passed unanimously.

Sean provided and reviewed the Excise Tax Summary with group. The summary is to provide the Trustees a level of awareness around this. Sean will provide updates as things unfold.

Policy Review

Proposed revisions to Trust Policy 220, Investment Guidelines, were presented to the Trustees for first reading. Revisions reflect changes discussed at the last meeting regarding moving from three months to two months of reserve. Proposed revisions will be provided for second reading and adoption at the November 16, 2016 meeting.

Open Enrollment Update

Randi reported open enrollment has begun and the benefits team has received a lot of phone calls and are putting together information sessions for staff. Information regarding dual coverage went out to affected employees. Each Wednesday staff will receive a reminder email with information and answers to frequently asked questions. All employees need to register for one of the new plans through Employee Online. Randi said staff are meeting with Aetna representatives every Monday to go through detailed information. Aanya has been assisting in this area. So far Aetna has provided good customer service and very thorough implementation.

A communication will be sent to schools for principals to use in their staff newsletters. A communication will also be provided to union leaders for use in their member newsletters. Additional information will be sent to office managers to share with staff regarding the information sessions. Having the plan providers attend these sessions is a great opportunity for staff to get their questions answered.

Adjournment

The meeting was adjourned by Gregg Elder at 4:50 p.m.

Sincerely,

Molly Ringo
Trust Member (in the absence of Jeff Moore, Secretary)

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