

**Everett School Employees Benefit Trust**  
**Wednesday, February 11, 2015**  
**Minutes**

**Attendance**

Gregg Elder  
Adam Goldstein  
Susan Lindsey  
Jeff Moore  
Molly Ringo  
Kelly Shepherd

**Absent**

**Also Attending**

Cris Boskett  
Gail Buquicchio  
Stephanie North  
Randi Seaberg  
Darla Vanduren

**Recorder**

Kellee Newcomb

**Call to Order**

The meeting was called to order by Gregg Elder at 4:04 p.m.

**Adoption of Agenda**

The agenda was unanimously approved as written. Randi introduced Stephanie North to the Trustees. Stephanie takes the place of Arlene Vollema-Rich who left the district earlier in the year. The Trustees welcomed Stephanie.

**Approval of Minutes**

A motion was made by Kelly Shepherd and seconded by Susan Lindsey to approve the minutes from the January 14, 2015 meeting as written. The motion passed unanimously.

**Financials – Darla Vanduren**

Darla provided the January financials and reviewed the highlights with the group.

**Fiduciary Liability Insurance Renewal**

Darla provided an update on the renewal process. Documents have been provided to Mercer for the Chubb Group. She noted information should be available by March 4 and will be presented at the March Trust meeting.

**Human Resources Update**

**United Healthcare Claims Data and Appeals Results**

Randi provided information on the movement for eligible staff from the Premera plans to the United Healthcare (UHC) plans. She noted that 353 staff members did not make any changes to their Premera plans and were automatically rolled over to a similar UHC plan. The group reviewed the information and provided feedback. The Trustees thanked Randi, Cris and Stephanie for providing the data. Randi commented that Sean felt the issues that were coming up were normal for a transition to a new plan. Gregg also noted that he had been contacted by staff members regarding issues with the transition.

Randi shared another issue which included staff members with dual coverage; specifically staff members' prescription benefits. UHC has been very responsive and Randi's team is working on targeted communications to those affected. They have also been in communication with Jared Kink regarding this issue. Some of UHC's initial confusion was due to the fact that their representatives did not have our plan information and did not communicate correctly with our members. The UHC plan is entirely customized for Everett Public Schools employees.

The last primary issue to resolve is around prescription coverage and specific drugs that were covered at no cost with the Premera but are different with UHC. Specific communications regarding drug options had previously been provided to employees so that they would be aware of the differences; however, the information will be provided again as a reminder. Also, Gail noted that the FDA is cracking down on pain medications, which affects some staff members who used to receive a 3-month supply of certain medications and now only receive a 1-month supply.

Randi said UHC has been very responsive and they are working together to respond to and research issues as they arise. There is a process in place for employees who have been charged incorrectly. Staff are encouraged to contact the benefit staff with any problems.

Darla noted that the payroll department is very happy with the move to UHC. The invoice system and process are much improved, and they get an almost immediate response on employee eligibility questions, which was not the case with AON.

#### Quarterly EAP Report

Randi will share the quarterly EAP report in April or May. In summary, not much has changed. The Magellan relationship with Everett Public Schools is very responsive at all hours. The group discussed the EAP website usage. Randi said reminders for this service are provided in the monthly payroll messages, as well as flyers at schools. The group asked about any increase in usage after the Marysville-Pilchuck High School incident.

#### Wellness Coordinator Job Description and Posting

The group reviewed the draft job description and posting. Gail has reached out to colleagues and asked their feedback regarding qualifications, certifications, salary ranges, and where to advertise to fill her position. The Trustees were asked to review the draft posting and to contact Randi with any feedback. Updates to this process will be provided as it progresses. The group also talked about the parameters for the interview team.

#### Wellness Program Update

##### Wellness Program Monthly Report

Gail reviewed the monthly Wellness Program activities with the group.

##### Wellness Program Vision Statement

Gail provided copies of what was discussed at the last meeting regarding the vision statement. The group discussed the information and provided feedback. A motion was made by Gregg Elder and seconded by Kelly Shepherd to adopt the following Vision Statement for the Wellness Program: *Every employee realizes their optimal health potential.* The motion passed unanimously. Gail said at the March meeting they will begin thinking about goals for the mission and vision. She shared information with the group on how to determine goals.

#### Upcoming Agenda Items for the February Meeting

- ✓ Review Fiduciary Liability Insurance Renewal (Darla)
- ✓ Developing strategies to reach our goals and KPIs (Gail)

#### Adjournment

The meeting was adjourned by Gregg Elder at 5:20 p.m.

Sincerely,

Kelly Shepherd  
Secretary

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