

**Everett School Employees Benefit Trust**  
**Wednesday, March 16, 2016**  
**Minutes**

**Attendance**

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

**Absent**

Randi Seaberg

**Also Attending**

Melanie Curtice  
Angie Erickson  
Gayla Jenner  
Rickie Lee Marker-Hoffman  
Darla Vanduren

**Recorder**

Kellee Newcomb

**Call to Order**

The meeting was called to order by Kelly Shepherd at 4:06 p.m.

**Adoption of Agenda**

Modifications to the agenda were presented. A motion was made by Molly Ringo and seconded by Gregg Elder to adopt the revised agenda. The motion passed unanimously.

**Approval of Minutes**

A motion was made by Gregg Elder and seconded by Jeff Moore to approve the minutes from the January 20, 2016 meeting as written. The motion passed unanimously.

**Financials**

Darla reviewed the highlights of the November 2015, December 2015, January 2016 and February 2016 financials with the group.

**Fiduciary Liability Insurance Renewal**

Darla provided a summary of the Fiduciary Liability Insurance renewal premiums from 2005 to 2016. She noted the April renewal rate has remained the same for the past four years and CHUBB continues to provide the same coverage. Melanie asked if CHUBB requests information about usage. Darla said they do and she provides the requested information to them each year. A motion was made by Adam Goldstein and seconded by Jeff Moore to accept the Fiduciary Liability Insurance renewal at the current rate.

**HIPAA Privacy Policy**

Melanie shared that the HIPAA Privacy Policy has been reviewed and revisions proposed. This proposed policy will replace the current HIPAA Privacy Policy dated January 1, 2012 and the Reportable Breach Notification Policy HIPAA HITECH Rules and Washington State Law. Melanie said her colleague Howard Bye-Torre worked on revisions to the document in compliance with the law. Molly said she reviewed the proposed revisions prior to today's meeting and worked with Howard on a few small edits such as addresses. She said that the Trust relies on Melanie and Howard's expertise in this area and the Trustees agreed. A motion was made by Jeff Moore and seconded by Susan Lindsey to accept the revised HIPAA Privacy Policy and to delete the Reportable Breach Notification Policy HIPAA HITECH Rules and Washington State Law. The motion passed unanimously.

**Wellness Program Update**

Rickie Lee shared the monthly Wellness Program report.

### **Review Proposed 2016-17 Trust Meeting Calendar**

The group reviewed the proposed 2016-17 Trust Meeting Calendar. An error was noted on the year for December. A motion was made by Molly Ringo and seconded by Adam Goldstein to adopt the 2016-17 Trust Meeting Calendar with the above mentioned revision. The motion passed unanimously.

### **Upcoming April Agenda Items**

The group reviewed and discussed the upcoming April agenda items.

### **Executive Session**

The regular meeting was adjourned to executive session at 4:36 p.m. for the Trustees to discuss a personnel matter. The regular meeting was reconvened at 5:45 p.m.

### **Adjournment**

The meeting was adjourned by Kelly Shepherd at 5:46 p.m.

Sincerely,

Adam Goldstein  
Secretary

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