

**Everett School Employees Benefit Trust**  
**Wednesday, March 15, 2017**  
**Minutes**

**Attendance**

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

**Absent**

**Also Attending**

Cris Bosket  
Melanie Curtice  
Shelly Henderson  
Debbie Kovacs  
Randi Seaberg  
Darla Vanduren

**Recorder**

Kellee Newcomb

**Call to Order**

In the absence of Adam Goldstein, the meeting was called to order by Jeff Moore at 4:03 p.m.

**Adoption of Agenda**

A motion was made by Gregg Elder and seconded by Susan Lindsey to adopt the agenda as written. The motion passed unanimously.

**Adoption of Minutes**

A motion was made by Susan Lindsey and seconded by Gregg Elder to approve the minutes from the February 15, 2017 meeting as written. The motion passed unanimously.

**Financials**

Darla reviewed the January 2016 financials with the group. She also shared a situation where the Trust's bank account became overdrawn due to the bank not transferring funds as expected. Darla has been working with Jayson to investigate the situation. Darla will keep the Trustees informed of the investigation.

Jeff asked about the normal draw down of the fund balance and asked if the Trust was staying the course of keeping two months of reserve. Darla reported all indications are that the Trust is on the right path to finish out the fiscal year with two months of reserve as planned.

**Becker Fourth Quarter 2016 Report**

This document was provided for the Trustees' information.

**Fiduciary Liability Insurance Renewal Approval**

Darla reported she received the annual Fiduciary Liability Insurance contract estimate yesterday. She noted the cost remained the same at \$6,494. She will review the contract and provide any concerns to the Trustees. Because the contract is due April 1, a motion was made by Kelly Shepherd and seconded by Jeff Moore to approve the renewal of the annual Fiduciary Liability Insurance contract pending Darla's review. The motion passed unanimously. Darla may reach out to Melanie with any questions regarding the policy language.

**Wellness Program Update**

Shelly reviewed the Wellness program updates for February and March. She also shared that the Wellness Program received the apple award for 7th year in row.

**Reimbursement Process**

This topic was not discussed.

### **Consultant Report – Melanie Curtice**

Melanie reported that she has reviewed the Trust's materials and found that some documents need to be revised. Darla said that the state auditors have shared that some of the Trust's documents need revision especially the language regarding being self-insured. Melanie shared that she has communicated to the auditors that the Trust has opted not to change the self-insured language in some of its documents because of the process that is required to do so and the possibility that the Trust may go back to self-insured status in the future. A next step will be to review the Trust agreement for possible revision. If revisions are needed, the goal will be to have them completed by the end of the Trust's fiscal year.

Melanie provided a presentation on the Trust and Employee Benefit Plan Governance. This included the laws that currently govern the trust and those that do not apply, the responsibilities of the Trustees, the process for administering a Trust and its benefit plans, and tips for success.

With Molly no longer on the Trust and acting as the Trust's liaison, Melanie said it is important to outline this work in a policy. She shared what Tacoma has done and disagreements that they experienced with the state auditor. Melanie noted that healthcare changes at the federal and state levels could be interesting and will impact the Trust in some way. The group discussed the information provided.

Once Melanie has had a chance to go through the Trust's policies and procedures and revise the Trust agreement, the Trustees will be retrained in the HIPAA procedures. Melanie asked the Trustees for their feedback on the process plan she provided. The group discussed whether to list in the Trust policies/procedures the person(s) who are responsible for coordinating certain responsibilities. The Trustees agreed not to list persons to be responsible for coordinating certain responsibilities, but to continue with the current practice of relying on support staff to provide information (i.e., documents for signatures) as needed. Melanie will draft a policy and procedure and provide it at an upcoming meeting.

Regarding review of Trust policies and procedures, Adam asked questions about some policies and procedures that he had recently reviewed. Answers were provided.

### **Policy Revisions Adoption**

Trust Policy 491, Open Public Meetings, was presented for second reading and adoption. A request for clarification was raised regarding the title of the Trust's interim office. It was decided the office will be that of the Executive Director of Human Resources. A motion was made by Kelly Shepherd and seconded by Gregg Elder to adopt Trust Policy 491, Open Public Meetings, with the discussed modification. The motion passed unanimously.

### **2017-18 Regular Meeting Calendar Adoption**

The Trust's 2017-18 regular meeting calendar was presented for second reading and adoption. A motion was made by Jeff Moore and seconded by Larry Fleckenstein to approve the calendar as written. The motion passed unanimously.

### **Upcoming Agenda Items**

The Trustees reviewed agenda items for the April 19, 2017 meeting.

### **Other**

- Darla reported a follow up message from Jayson indicates the bank did have the cash but the banker missed the transaction. Darla said she plans to follow up with Jayson regarding banking arrangements being so far away. She will keep the Trustees informed.

- Melanie followed up on the RFP process by saying she will have a timeline developed for next month's meeting.
- Adam reported that he and Jeff contacted Sean White regarding the RFP process. He said they apologized to Sean on behalf of the Trustees for not alerting him in advance of the planning and explained the reasons for the Trust's decision to solicit other vendors. Sean said he understood the reasoning. The Trust looks forward to having Mercer submit a proposal.
- Shelly reported that she is scheduled to present the annual wellness report at the June meeting; however, she will be on vacation and will not be able to attend. The Trustees agreed to postpone the annual wellness report to the August meeting.

### **Adjournment**

The meeting was adjourned by Adam Goldstein at 5:12 p.m.

Sincerely,

Jeff Moore  
Secretary

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