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**Everett School Employees Benefit Trust
Wednesday, June 12, 2013
Minutes**

Attendance

Mike Gunn
Gregg Elder
David Jones
Jared Kink
Susan Lindsey
Molly Ringo

Absent

Randi Seaberg

Also Attending

Chris Bosket
Gail Buquicchio
Darla Vanduren
Arlene Vollema-Rich
Sean White

Recorder

Kellee Newcomb

Call to Order

The meeting was called to order by Susan Lindsey at 4:03 p.m.

Adoption of Agenda

A motion was made by Greg Elder and seconded by Jared Kink to approve the agenda as written. The motion passed unanimously.

The Trustees took a few minutes to thank David Jones and to celebrate his five years of service as a Trustee on the Everett School Employee Benefit Trust. They thanked him for his great ability to sort through the sometimes “foreign” language of health care and to put that language into words easily understood. Molly shared the process for selection of David’s successor. Superintendent Cohn is recommending Sequoia High School Principal Kelly Shepherd. The recommendation will go before the school board at their meeting on June 25, 2013. Molly said that Kelly has a long time connection with the health care world, and is dedicated to her fitness. She will be a great advocate for the Wellness Challenge.

Approval of Minutes

A motion was made by Jared Kink and seconded by David Jones to approve the minutes from the May 15, 2013 meeting as written. The motion passed unanimously.

Financials

Monthly Financials

Darla provided the May 2013 financials and reviewed them with the group. She asked the Trustees about grouping Washington Dental and Willamette Dental together or if they would like her to continue breaking them out. She explained that they are all paid to Aeon and then to the WEA. After discussion the Trustees agreed it would be better to continue to break them out. Darla also asked about continuing to break out the Vision piece. The Trustees agreed that they would like Darla to continue breaking out that information as well.

Darla reported that the fiduciary liability insurance is not yet resolved. It is still under review by Howard Bye of Stoel-Rives because of the new contract language with the April 2013 payment. Darla will communicate with the Trustees if anything comes up that needs their assistance/approval before the next meeting on August 28, 2013.

Approval Auditor Engagement for Annual Audit – Darla Vanduren

At the May meeting, the Trustees reviewed the proposed auditor engagement for the Trust's annual audit. A motion was made by David Jones and seconded by Jared Kink to approve Toyer, Dietrich and Associates to conduct the Trust's annual audit. The motion passed unanimously.

Wellness Program

Monthly Report

Gail reviewed the monthly report for the Wellness Program. She noted the Sit Less Move More survey had 720 responses. She will analyze the survey comments and work them into her strategic plan. Gail reported Premera will be this year's vendor for flu vaccine. It will not cost the Trust anything. Gail will research how many employees would not be eligible to receive the flu vaccine from Premera and how much it might cost if the Trust were to provide flu vaccine for those employees. There is also the option of offering employees who are not eligible to pay out of their pocket for the flu vaccine if it is more convenient.

Discussion/Approval of Annual Wellness Program Plan and Budget

The Trustees agreed that approval of the Wellness Program budget would have to happen later once a decision on the state budget was reached by the state legislature. The Trustees noted that they are comfortable with Gail's proposed plans, but asked her to hold off until the budget is finalized by the state.

Washington Health Benefit Exchange

With the recent advertising for Health Benefit Exchanges, Melanie Curtice prepared a draft letter to employees for the Trustees review. The group discussed the draft letter and noted they may need to communicate with employees more than once. This communication would meet the Trust's and the district's obligation to provide information to employees on the exchange. Sean shared information with the group about how the exchange will be included in their August renewal plan discussions. He shared concerns about potential penalties that may happen related to part-time employees; including substitute employees. The group discussed the information provided. Molly will follow-up with Melanie on the Trustees thoughts and concerns. They agreed that health benefit exchange information should go out to employees after July 4.

Consultant Report

At the May meeting, Sean shared with the Trustees the proposed consultant engagement/budget for the upcoming fiscal year. After review by the Trustees, a motion was made by Jared Kink and seconded by Mike Gunn to approve Mercer's Consultant Engagement/Budget for the upcoming fiscal year. The motion passed unanimously.

Rotation of Trust Officers

The Trustees discussed the annual rotation of Trust Officers. It was decided that Molly Ringo would be the chairperson and Greg Elder would be the secretary for the upcoming year.

Review of Annual Meeting Calendar & Annual Calendar

The group reviewed the annual August meeting topics and agreed to add the following for discussion:

- Legislative update
- Health benefit exchange communications
- Policy review regarding health benefit exchanges

Adjourn to Executive Session

At 5:37 p.m. the regular meeting was adjourned to executive session by Susan Lindsey for review of compensation for Trust financial and support services and a subrogation claim.

The regular meeting was reconvened at 6:14 p.m. A motion was made by Mike Gunn and seconded by David Jones that the Trustees approve an increase in the compensation to Trust support staff Darla Vanduren, Trust Accountant and Kellee Newcomb, Trust Recorder to match adjustments that are made by the district to the professional technical salary schedule. The motion passed unanimously. Susan thanked Darla and Kellee for their excellent service.

Adjournment

The meeting was adjourned by Susan Lindsey at 6:16 p.m.

Sincerely,

Molly Ringo
Secretary

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