

Everett School Employees Benefit Trust
Wednesday, June 11, 2014
Minutes

Attendance

Jared Kink
Susan Lindsey
Molly Ringo
Kelly Shepherd

Absent

Gregg Elder
Jeff Moore

Also Attending

Gail Buquicchio
Randi Seaberg
Aanya Lee
Darla Vanduren
Sean White

Recorder

Kellee Newcomb

Call to Order

The meeting was called to order by Molly Ringo at 4:13 p.m.

Adoption of Agenda

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

Approval of Minutes

A request was made by Darla to correct the dollar amount listed for the amount the Trust paid last year for the independent auditor. The correct amount is \$8,951. A motion was made by Kelly Shepherd and seconded by Jared Kink to approve the minutes from the May 14, 2014 meeting with the requested correction. The motion passed unanimously.

Financials

Darla reviewed the April financials with the group.

Becker First Quarter Investment Summary

Darla provided a copy of Becker's quarterly investment summary report for the Trustees review. She will continue to provide the report as it is provided.

Approval of Auditor Engagement for Annual Audit

Darla provided an engagement letter from Bruce Dietrich regarding the annual audit. She noted a change this year would be in the move from a cash basis to an accrual basis. The estimated fees will be \$8,775. There may be additional fees charged for travel or other out-of-pocket expenses, such as report production, typing, postage, etc. Darla said this is standard and the same as last year. She would recommend acceptance. The work would begin in July and be completed in early September to be included on the district's financials. A motion was made by Jared Kink and seconded by Susan Lindsey to approve Toyer, Dietrich and Associates to conduct the Trust's annual audit. The motion passed unanimously.

Wellness Program Update

Gail provided the Trustees with information on events and accomplishments with the Wellness program over the past year and reviewed it with the group. Regarding the Wellness Team recognitions, the Trustees asked to be invited to future events. The group discussed the questions in the end-of-the-year survey and provided feedback. Gail also noted the Wellness program received the American Heart Association's Fit Friendly Worksite Award for the third consecutive year. She reviewed her goals with the group. She is also working on defining what a healthy district culture looks and feels like.

The group discussed comments made by staff related to the Wellness Challenge and online surveys and the amount of time it takes to log-in and track. Gail said because the Trust is no longer self-insured and cannot receive claims data from the WEA, the Wellness Challenge and staff surveys are the only way to receive data on staff wellness. With no claims data, setting wellness goals is up to the Trust. Gail said if the Trust decides to go back to being self-insured, she can move away from tracking to something like Fitbit. The group discussed this option. Molly asked the group about having a work session to focus on the wellness program and to discuss wellness goals. While the information would be more beneficial to Gail earlier in the year, she indicated it would be nice to have more collaboration.

Gail reviewed and discussed her proposed budget with the group. The group discussed the line item for Administrative Assistant/Intern and asked that Administrative Assistant be separated from Intern. A motion was made by Jared Kink and seconded by Kelly Shepherd to approve the 2014-15 Wellness Program Budget with the line item change that was discussed. The motion passed unanimously.

Consultant Report

Sean noted that he has received an additional quote for medical plans from Moda Health. They are an Oregon based company who serve Oregon, Washington and Alaska. Some school districts in the state are using them. Sean will present the details of their quote in August.

Sean provided copies of Mercer's annual Statement of Work (SOW). He noted there are no changes in the scope of work or fees. Sean reviewed the information with the group and talked about the caveat if the Trust decides to carve out from the WEA. This action may cause the budget to be adjusted. A motion was made by Kelly Shepherd and seconded by Jared Kink to approve Mercer's Statement of Work for the upcoming fiscal year. The motion passed unanimously.

EAP Report

Randi reviewed the most recent EAP report with the group. She noted it was a typical report with no changes in utilization. She has received positive feedback from staff regarding the services provided by Magellan. The Trustees thanked Randi for the connections and support she has helped provide to staff.

Rotation of Trust Officers

The Trustees discussed the annual rotation of Trust Officers. It was determined that Gregg Elder would be the chairperson and Kelly Shepherd would be the secretary for the upcoming year.

Adjourn to Executive Session

At 5:23 p.m. the regular meeting was adjourned to executive session by Molly Ringo to review the performance of the investment advisor and to review compensation for Trust financial and support services.

The regular meeting was reconvened at 5:28 p.m. The Trustees noted that they had reviewed the performance of Hyas Group and found that they were meeting the Trust's expectations for its scope of work and that the Trust would continue with them. A motion was made by Jared Kink and seconded by Kelly Shepherd to increase the stipend for Trust support staff Darla Vanduren, Trust Accountant and Kellee Newcomb, Trust Recorder by 1.44% for the upcoming year. The motion passed unanimously.

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Minutes – continued

Adjournment

The meeting was adjourned by Molly Ringo at 5:35 p.m.

Sincerely,

Molly Ringo
Chairperson

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