

Everett School Employee Benefit Trust

Minutes of
December 15, 2003
Room C3
3:30 p.m.

Attendance

Trustees

Jeff Riddle
Betsy Selders
Molly Ringo
Kay Nickel
Sue McCann

Also Attending

Dottie Cainion
Darla Van Duren

Guests

Jill Mehner

Absent

John Morrill

Recorder

Susan Sacha

I. Call to Order

Jeff called the meeting to order at 3:40 p.m.

II. Adoption of Agenda

The agenda was adopted with the addition of several items including an appeal, planning meeting and financial information.

III. Minutes

Minutes from the December 1st meeting were reviewed and approved as presented.

IV. Short Term Disability

At the direction of trustees Jill Mehner had solicited bids for Long-Term and Short-Term Disability from preferred providers. She distributed a rate comparison that included information from Hartford, Standard, UNUM and CIGNA and was waiting for information from Metlife. January 18th is the deadline for life insurance quotes. Jill reported that both Standard and Hartford were making very attractive offers. She said that Standard could accept the 145 employees effective January 1st and that they're a very strong provider for school districts. Hartford is also a very good company and is the largest district writer in Washington. Molly asked about the availability of on-line access for both companies. It was decided that Jill would check references, implementation, and online capabilities for Hartford and Standard and send an e-mail to trustees on Tuesday afternoon, 12/16. A motion was made and approved to choose either Hartford or Standard once trustees receive Jill's e-mail results. Voting would be done by e-mail.

V. Trust Claims and Appeals Procedure

Copies of the revised Trust Claims and Appeals Procedure were distributed for review and discussion and several changes to the forms were recommended. Staff from the benefits department will make the needed modifications to the forms and make them available on DocuShare by January 5th. A motion was made and approved to accept the Trust Claims and Appeal Procedures with the recommended modifications.

VI. Flex Plan

Darla distributed flex plan information for 2002-03 and 2003-04 for discussion. It was agreed that it would be a good idea to monitor this and have a year-end recap for trustees each year.

VII. Other

Appeal (#03-012)

Dottie provided trustees with some additional information an employee wanted them to see regarding a denial Zenith had made. Jeff asked Dottie to provide background information on the case. A motion was made and approved to defer the appeal until the next meeting.

Planning Meeting

Mercer thought it would be a good idea to do some planning for the year and proposed having a strategizing meeting at the January 26th meeting. It was agreed that the January 26th meeting would be extended to 7:00 p.m. to allow for the planning meeting.

Final Audit

Darla distributed the final audit report from Moss Adams. She reported that they do not think it would be beneficial to do another audit now. The trustees agreed that the next audit would be done in June instead of now.

State Audit

Darla reported that the state auditor had a lot of positive comments about the trust. The items that were reviewed complied with the applicable laws and regulations with one exception. The trust financial activity needs to be included in the District's financial statement.

Financial

Darla distributed the July balance sheets and will provide the first and second quarter financials at the next meeting.

Fiduciary Life Insurance

Darla will be getting some quotes on fiduciary life insurance and will e-mail the results to the trustees.

HMA

Molly reported that HMA enrollment cards went out in the mail along with a letter on Health Care Management. The transition has gone well so far.

VIII. Next Meeting

The next trust meeting will be held on Monday, January 26th in conference room C3 from 3:30 to 7:00 p.m.

IX. Adjournment

The meeting was adjourned at 5:45 p.m.

Sincerely,

Kay Nickel
Secretary