

Everett School Employee Benefit Trust

Minutes of

August 25, 2003

HR Large Conference room

8:00 a.m.

Attendance

Trustees

Jeff Riddle

Sue McCann

Betsy Selders

John Morrill

Molly Ringo

Kay Nickel

Also Attending

Dottie Cainion

Darla VanDuren

Recorder

Susan Sacha

I. Call To Order

The meeting was called to order by Jeff Riddle at 8:10 a.m.

II. Adoption of Agenda

The agenda was adopted and included the addition of the July 31, 2003 Financial Report.

III. Minutes

Minutes from the June 9th and July 14th were reviewed and approved.

IV. Appeal

Employee Appeal #03-010: Employee obtained a second opinion concerning her foot at which time it was recommended that she not proceed with surgery but obtain another set of full length custom cushioned orthotics. They were purchased in the amount of \$281.48. The employee is requesting that the Trust reimburse her for the costs. The request was reviewed and discussion followed. Since the plan covers only one set of orthotics per year and the employee had already received one set, the appeal was denied.

V. Appeal Process (Draft)

Discussion was held regarding the Claims and Appeals Procedures (draft) provided by Melanie Curtice of Stoel Rives. Molly felt a more formal appeals process would benefit both the District and employees. She felt the document should be user-friendly. John indicated that at first glance he felt it was complicated. The term "claims administrator" was confusing and he felt the document was not user-friendly. Molly indicated that perhaps the Trust could use it as a policy and procedure document in conjunction with another easier to understand document for employees. Currently there is no appeals process form. Employees contact Dottie, explain their request and are asked to submit their appeal in writing. Written appeals are given to the Trust for consideration.

It was decided the Trustees would take the document with them for review and that a separate meeting with Melanie would be held either September 15th or 22nd to discuss the draft. Jeff asked that questions and/or comments be sent to him so that he can provide them to Melanie prior to the meeting. Jeff said that he would have Tom Pursley send him a copy of what Tacoma uses for their appeals procedure.

VI. Selection of Moss Adams (Auditor)

Discussion regarding the appointment of Moss Adams as the Trust's auditor was held. Darla explained that once approved she would need to let the previous auditor know they were being replaced and send them a letter for an orderly transfer of materials. Molly moved to approve the engagement letter. The motion was seconded and approved to employee Moss Adams as auditor. Jeff and Kay will sign the engagement letter on behalf of the Trust.

VII. 2003-04 Calendar

The next regular Trust meeting, which would include Mercer, will be held on September 29th at 3:30 p.m. in C1 &2 at the administrative center. It was recommended that regular Trust meetings be held on the 3rd Monday of the month with the exception of January and February when the meetings will be held on the 4th Monday due to Martin Luther King Day and President's Day. A special meeting to discuss the appeals process document will be scheduled for either September 15th or 22nd with Melanie.

A motion was made, seconded and passed to hold regular Trust meetings on the 3rd Monday of the month with the exception of January and February when the meetings will be held on the 4th Monday. It was also decided that a special meeting to discuss the appeals process would be scheduled for September 15th or 22nd.

VIII. Other Items

John asked about the cost of consulting services. Jeff informed members that he had received a letter of engagement from Mercer and had asked Melanie to review it. He felt it would be a good idea to review what we are receiving and what we need in terms of services.

Molly indicated that Human Resources was having some problems with the long-term disability provider. It appears they are not receiving information in a timely manner. Dottie stated that sometimes there are as many as four different people handling the same claim which causes a great deal of confusion, is time consuming and is causing overpayment.

Molly informed the group that another IFAS module has been purchased that will enable employees to go on line to sign up for their benefits. She expects the module to be on the system by January, however it won't be available to employees until the following year.

Darla distributed the financial report for review. She asked that she be notified if trustees would like anything done differently on the report. Discussion was held regarding where files and materials would be kept. Jeff, Molly, Darla, Susan Sacha and Karen Sullivan will meet to discuss storage, what needs to be kept etc. Darla noted that the minutes need to be kept forever. A motion was made, seconded and approved to accept the July 31, 2003 financial report.

IX. Meeting was adjourned at 9:20 a.m.

Respectfully Submitted,

Kay Nickel, Secretary

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