

Everett School Employees Benefit Trust

January 11, 2010

Minutes

Attendance

Molly Ringo
Mike Gunn
John Morrill
David Jones
Betsy Selders
Susan Lindsey

Absent

Also Attending

Darla Van Duren
Randi Seaberg
Gail Buquicchio
Melanie Curtice

Recorder

Kellee Newcomb

1. Call to Order

The meeting was called to order by Molly Ringo at 4:08 p.m.

2. Adoption of Agenda

A motion was made by Betsy Selders and seconded by Susan Lindsey to approve the agenda as written. The motion passed unanimously.

3. Approval of Minutes

Molly Ringo noted that an edit was needed in the minutes from the December 7, 2010 meeting. A motion was made by David Jones and seconded by Mike Gunn to approve the revised minutes as written. The motion passed unanimously.

4. Financial Report

Darla provided copies of the November financials (which were previously provided electronically in December) and reviewed them with the Trustees. She also provided a copy of the December balance sheets and stated she would complete the recap and provide it to the Trustees electronically.

The fund balance for the month increased by \$38,506 resulting in an overall increase for the fiscal year of \$28,976. There is still a credit balance for consultant fees.

Corporate obligations (CDs) sold \$240,000. Government obligations sold \$200,000 and purchased \$599,602. Overall assets for this fiscal year total \$14,466,438 compared to \$13,289,604 a year ago.

The State of Operations and Fund Balance indicate payments to Hyas Group in the amount of \$4,375 for managing investments; to Stoel Rives in the amount of \$8,847 for ongoing legal fees; and Evergreen Printing in the amount of \$457 for an ESEBT mailing to all employees. HMA claims were \$58,972 more this December compared to December 2008. ESI claims were \$31,928 more this December compared to December 2008. Overall claims this year are \$139,127 more than in 2008. A rebate was received from General American in the amount of \$18,000.

As a follow-up to last month's meeting item regarding Fiduciary Liability Insurance, Darla reported that it is being renewed for the same amount. She obtained a signature from Molly to bind the agreement and said she would process the paperwork the next day.

5. Second Quarter Investment Update

Jayson Davidson was not in attendance at this meeting; however, an email from Jayson was provided to the Trustees with information on the portfolio.

Molly also provided information from Sean White at Mercer regarding paid claims expenses for the first 11 months of the 2009 plan year. The Trustees reviewed the information.

6. HIPAA Policy Updates

Melanie Curtice of Stoel Rives attended the meeting to provide information to the Trustees on HIPAA policy updates. Melanie explained the complexities of the HIPAA regulations. Because of additions to the Act, revisions needed to be made to HIPAA Policy 430 and a HIPAA Security Policy and Breach Policy needed to be added. Copies of the draft documents were provided for the Trustees' review. Privacy notices and training will be updated and the policies finalized. Another change to be made is the identification of a new privacy and security official.

The Trustees reviewed the draft revised Policy 430. A motion was made by Mike Gunn and seconded by Betsy Selders and John Morrill to accept the revisions to Policy 430. The motion passed unanimously. The Security Policy and Breach Policy are informational and do not need adoption from the Trustees. These items will be added to the HIPAA training. More changes may be made during the review of these documents. A final version will be provided when completed.

The Trustees discussed who would be the best person to appoint as the privacy/security official. A motion was made by Mike Gunn and seconded by David Jones to appoint Randi Seaberg as the HIPAA Privacy and Security Official. The motion passed unanimously. Randi accepted the nomination. Howard Bye is working on HIPAA training and will communicate more information when available.

Melanie also provided the Trustees with an update on Health Care Reform. She stated the biggest issue concerns the "Cadillac" plan benefits tax. Public entities are already there in terms of cost. She stated this will affect the ESEBT. Mike Gunn asked if she had heard anything more about the state PEBB. Melanie indicated she had not heard anything yet but will know more soon and will report back. Large organizations are lobbying against the PEBB. Molly reported that the district's stance is that they do not want to be forced into PEBB. John Morrill indicated he thought the WEA also did not want to be forced.

7. Open Enrollment Update

Randi Seaberg provided a handout with the final numbers for the 2010 Open Enrollment period. She indicated there were a couple of “little bumps” but overall this was a great learning experience. 234 employees and 41 dependents were added. Randi indicated that most of the additions were due to major life events such as job loss and/or loss of benefits. Mike Gunn asked how many employees who are eligible do not partake in benefits. Randi thought it was around 30% but that it varies. Dental benefits are an area not always covered by other companies insurance. For the most part, employees who do not partake in the district’s benefits have a spouse working for Boeing.

8. Quarterly EAP Report

Randi reported the numbers are basically the same as the last report; consistently small numbers and percentages of usage. They continue to provide brochures to get the word out there.

9. Wellness

Gail Buquicchio reported the third session of fitness classes have begun. 22 classes will be starting this week. She indicated Boot Camp and Zoomba are popular classes. The Health for the Holidays campaign ended before Christmas and received a lot of positive feedback. The next campaign is Passport to Health. It is a 6-week plan that goes along with the Olympics theme. This plan is directed toward an individual rather than a group. Gail stated she has been keeping busy and getting out to schools to meet with wellness teams to talk about what is working well and what is not. She shared some of their stories. She is collaborating with the Everett Parks and Recreation Department to offer activities for district staff. There is a snow shoeing trip planned and cross country skiing next month. This is a great way for staff to meet each other. Gail said she is currently working with Melanie to create a liability waiver for the district for these activities. Weight Watchers at Work sessions are also still occurring and going well.

Gail has also been spending five minutes at school staff meetings to promote the Wellness program and to show staff how to navigate the Wellness online site. Gail demonstrated the online site to the Trustees and encouraged them to visit in their spare time. David shared some of the fitness activities that occurred at Cedar Wood both for students and staff. David said staff members have commented that high energy students who participate in the fitness activities offered at school are now becoming more focused in the classroom because they have expelled their extra energy. The Trustees discussed how school Wellness Teams want to offer fitness related learning activities for students similar to what is offered to staff.

10. Adjournment

The meeting was adjourned at 5:04 p.m.

Sincerely,

Betsy Selders
Secretary

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