

**Everett School Employees Benefit Trust**  
**August 24, 2009**  
**Minutes**

**Attendance**

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

**Also Attending**

Darla Van Duren  
Randi Seaberg  
Arlene Vollema-Rich  
Rene Boswell  
Gail Buquicchio  
Sean White

**Recorder**

Kellee Newcomb

**1. Call to Order**

The meeting was called to order by Molly Ringo at 8:03 am.

**2. Adoption of Agenda**

A motion was made to approve the agenda as written.

**3. Financial Report**

Darla distributed a financial report for July 2009. The fund balance for the month increased to \$46,440 resulting in an overall increase for the fiscal year of the same amount. The overall assets for this fiscal year total \$14,483,902 compared to \$12,576,040 a year ago. There was no activity in CDs, mortgages and bonds. The second payment (balance payment) was made to Wellsource Health Solutions of \$50,000. The first of two payments for this fiscal year was made to the Office of Financial Management for regulatory fees. Legal fees were paid in the amount of \$11,253 for services through May and June. Investment fees were paid in the amount of \$4,375 for services from June through August. HMA claims are \$221,409 less this July than July 2008. ESI claims are \$53,349 more this year than July 2008.

Darla reported on a conference call that she participated in with Jayson Davidson of the Hyas Group and a representative from Union Bank. She stated Union Bank was very complimentary of the Trust paperwork that they had received. Next week the payroll will be run through Union Bank rather than Smith Barney. Darla stated she is working with Union Bank to eliminate some process issues including the use of electronic checks rather than printed checks. She feels confident that these issues will be resolved and that Union Bank will be able to comply with the Trust's needs.

**4. Trust Audit Follow-up**

Darla stated there is nothing new to report at this time. The auditor is in the process of completing another client's audit at the same time working with us. It has been slow but is proceeding as expected.

**5. Free and Clear Recommendation**

Sean White provided the Trustees with a design recommendation from Free & Clear for the 2010 smoking cessation program. Based on the current lower than desired program participation of 3 participants, a recommendation was made that the member cost share be eliminated for 2010. A motion was made and approved to eliminate participants' co-pay fee. The Trustees asked Sean to check into coverage for dependent's under the age of 18. He will report back at a future meeting. Gail Buquicchio stated she will begin an awareness campaign with targeted staff members to promote the Free & Clear program.

**6. Consultant Report Follow-up**

- Disease Management

The Trustees reviewed the information provided at the August 17, 2009 Trust meeting and discussed concerns regarding the program including cost and the lack of clear data to support the program. At the Trust's direction, Sean will go back to the HMA to discuss renegotiating costs for the program. He will report back at a future meeting.

- Proposed contribution structure using \$1.8 million of reserves

The Trustees reviewed the information provided at the August 17, 2009 Trust meeting. After discussion, the Trustees agreed to delay a decision until the September 21, 2009 Trust meeting when the outcome of the teacher's contract negotiations will be known. Based on feedback from the Trustees regarding different scenarios, Sean will provide some variations of percentages to see how the projections might change.

**7. Revisions to Annual Calendar and Meeting Calendar**

The 2009-2010 meeting calendar will be updated at the September 21, 2009 Trust meeting, after District/Union negotiations have been finalized. No further revisions were recommended for the Annual Calendar.

**8. Wellness**

Gail Buquicchio reported on a recent meeting she had with maintenance and custodial staff where she demonstrated a stretching routine that might be beneficial to them in their daily work. She provided them with a poster of the stretches that they can keep in their offices. She stated they were appreciative of the demonstration.

**9. Other**

- A thank you card from Susan Sacha was shared.

- Molly Ringo provided the Trustees with a copy of a memorandum from Howard Bye of Stoel Rives regarding a legal opinion regarding components of the Trust's 2009 Wellness Program.

**10. Adjournment of Regular Meeting**

The regular meeting was adjourned at 8:57 a.m. for Executive Session.

**11. Executive Session**

Review of performance of employee.

**12. Reconvene Meeting**

The regular meeting reconvened at 9:13 a.m.

**13. Employee Compensation**

A motion was made and seconded to reclassify the Wellness Coordinator position from Level F to Level E on the Professional/Technical Salary Schedule. Randi Seaberg will take the Trustees' recommendation to Human Resources Executive Director Lynn Evans. The change will then be placed on a School Board Meeting agenda in September. The change will become effective immediately upon School Board approval. Randi will inform the Trustees when it is placed on the School Board agenda.

**14. Adjournment**

The meeting was adjourned at 9:16 am.

Sincerely,

Betsy Selders  
Secretary

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