

**Everett School Employees Benefit Trust**  
**Wednesday, January 16, 2013**  
**Minutes**

**Attendance**

Gregg Elder  
Mike Gunn  
David Jones  
Jared Kink  
Susan Lindsey  
Molly Ringo

**Absent**

Randi Seaberg

**Also Attending**

Gail Buquicchio  
Darla Vanduren

**Recorder**

Kellee Newcomb

**Call to Order**

The meeting was called to order by Susan Lindsey at 4:00 p.m.

**Adoption of Agenda**

A motion was made by Mike Gunn and seconded by Molly Ringo to approve the agenda as written. The motion passed unanimously. Darla stated she had an additional item to provide but could do so during the monthly financial report.

**Approval of Minutes**

A motion was made by Gregg Elder and seconded by Mike Gunn to approve the minutes from the December 12, 2012 meeting as written. The motion passed unanimously.

**Financials**

**Monthly Financials**

Darla previously provided the November and December financials electronically to the Trustees. She reviewed the highlights with the group.

**Fiduciary Liability Insurance Update**

Darla made contact to renew the Trust's fiduciary liability insurance due on January 12, 2013. The rate will be the same as last year. The broker who usually handles the renewal is out on leave. In the past, the broker has helped fit the policy to the Trust's needs. In the broker's absence, the Trust has been given a one month extension so the company can review the Trust's account and conduct a comparison. Darla will work with the company to align the policy to the Trust's needs and provide more information to the Trustees once it is received.

**Human Resources Update**

**Open enrollment update**

Randi was not able to attend today's meeting but provided a written 2013 Open Enrollment summary for the Trustees. The group reviewed the information provided and discussed frustrations noted by staff who received incorrect identification cards from Premera.

**Quarterly EAP report**

This report was not discussed but was previously provided electronically to the Trustees.

### **Wellness Program Update**

Gail provided the Trustees with the most current information from the Wellness Challenge. She is encouraged by the increased number of staff enrollment to date.

Gail noted she is working with a company called Ergotron to possibly conduct a standing workstations study in the district. She recently switched from a sitting workstation to a standing workstation and noticed a great improvement in the discomfort she was feeling from prolonged sitting, as well as a boost in her energy level. She noted a testimonial she gave to Just Stand.org regarding her experience using the standing workstation. Gail will include Molly in the discussion with Ergotron regarding the proposed study once she hears back from them.

Also noted was a request from some maintenance staff for Gail to assist them with a biggest loser type challenge that they are interested in doing. She also shared the success of a staff member whom she had been working with to quit smoking. The staff member reported 30 days smoke free using the Alere smoking cessation program.

With the recent increase in flu activity, Molly contacted Gail regarding the possibility of offering additional flu vaccine clinics for district staff. Gail has contacted Premera and Costco regarding providing the vaccine and is waiting to hear back from them. The Trustees discussed the possibility of holding clinics at two schools, which schools would be better logistically and communicating to staff the importance of being vaccinated. A motion was made by Mike Gunn and seconded by Molly Ringo to authorize Wellness Program staff to proceed in the process to offer free flu vaccine to district staff with a budget not to exceed \$4,000. The motion passed unanimously.

### **Review of Annual Calendar & Meeting Calendar**

The group discussed the February and March meetings which do not have any planned annual topics. Melanie Curtice has been contacted to provide an update to the Trustees on Health Care Exchanges at the February meeting; however, the group agreed it would not convene a meeting if it was not necessary. A motion was made by Mike Gunn and seconded by Gregg Elder to cancel the February 13, 2013 and the March 13, 2013 Trust meetings for lack of agenda items. Molly Ringo proposed an addendum to the motion that the meetings be considered cancelled unless something pertinent occurred that would constitute reconvening a meeting in February or March. The motion and addendum passed unanimously. Melanie will be asked if she can attend the April 17, 2013 meeting.

### **Adjournment**

The meeting was adjourned by Susan Lindsey at 4:57 p.m.

Sincerely,

Molly Ringo  
Secretary

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