

Everett School Employees Benefit Trust
Wednesday, June 14, 2017
Minutes

Attendance

Gregg Elder
Larry Fleckenstein
Adam Goldstein
Susan Lindsey
Jeff Moore
Kelly Shepherd

Absent

Also Attending

Cris Bosket
Melanie Curtice (telephone)
Shelly Henderson
Debbie Kovacs
Randi Seaberg
Darla Vanduren

Recorder

Kellee Newcomb

Call to Order

The meeting was called to order by Adam Goldstein at 4:03 p.m.

Adoption of Agenda

Adam requested modifications to the agenda. A motion was made by Kelly Shepherd and seconded by Gregg Elder to adopt the agenda as modified. The motion passed unanimously.

Adoption of Minutes

A motion was made by Kelly Shepherd and seconded by Larry Fleckenstein to approve the minutes from the May 17, 2017 meeting as written. The motion passed unanimously.

Financials

Darla reviewed the April and May 2017 financials with the Trustees.

Consultant Report – Melanie Curtice

The Trustees connected with Melanie via telephone. After the last meeting, Melanie provided revisions to some of the Trust's policies and procedures. She reviewed the revisions with the group. The Trustees considered for second reading and adoption the following proposed revisions:

Policy 100, General Administration
 Procedure 100.1P, Trust Administration
 Procedure 100.3P, TPAs Insurers Consultants Advisors
 Procedure 110.1P, Membership
 Procedure 110.2P, Chairperson and Secretary
 Procedure 110.3P, Meetings
 Procedure 110.4P, Trustee Action
 Procedure 110.5P, Agendas Minutes Records
 Procedure 110.7P, Delegation of Duties
Policy 130, Administrative Authority
Policy 200, Financial Policy
 Procedure 200.1P, Financial Management
Policy 210, Loyalty and Prudence
Policy 400, Compliance and Risk Management
Policy 410, Claims and Appeals
 Procedure 410.1P, Claims and Appeals
 Procedure 410.2P, Claims Audits
Policy 420, Audits
Policy 460, FMLA and Continuation of Coverage

A motion was made by Jeff Moore and seconded by Gregg Elder to adopt the revisions of the aforementioned Trust policies and procedures. The motion carried unanimously.

Consultant Report – Sean White

The Trustees reviewed Mercer's 2017-18 Statement of Work presented by Sean at the May meeting. A motion was made by Kelly Shepherd and seconded by Gregg Elder to approve Mercer's 2017-18 Statement of Work. The motion carried unanimously.

Wellness Program Update

Shelly reviewed the monthly Wellness Program activities and end-of-the year report with the group. The Trustees' thanked Shelley for her hard work.

The Wellness Program budget for 2017-18 was presented at the May meeting. A motion was made by Gregg Elder and seconded by Kelly Shepherd to approve the 2017-18 Wellness Program budget as presented. The motion carried unanimously.

Rotation of Trust Officers

The Trustees discussed the annual rotation of Trust Officers. A motion was made by Larry Fleckenstein and seconded by Gregg Elder to appoint Jeff Moore as Trust chairperson and Susan Lindsey as Trust secretary for the upcoming fiscal year. The motion carried unanimously.

Upcoming Agenda Items

The Trustees reviewed agenda items for the August 23, 2017 meeting. The group discussed the scenarios they would like Sean to provide including a side-by-side comparison of Aetna and Aetna WEA, as well as orthodontia. Cris will contact Sean regarding with this information.

Other

The Trustees shared some concerns expressed by employees regarding Aetna and asked how things are going with their service. Cris shared that there have been a few issues reported but not many overall, and Aetna has been very responsive. Cris encouraged the Trustees to have employees contact her with questions or concerns.

Adjourn to Executive Session

The Trustees adjourned to executive session at 5:05 p.m. The purpose of the executive session was to review compensation for Trust financial and support services. They returned to open session at 5:10 p.m. A motion was made by Kelly Shepherd and seconded by Susan Lindsey to increase the stipends for the Trust's financial and support services by 2.1% plus COLA if the state passes it. The motion carried unanimously.

Adjournment

The regular meeting was adjourned by Adam Goldstein at 5:24 p.m.

Sincerely,

Jeff Moore
Secretary

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