



YAVAPAI COMBINED TRUST  
MEETING OF THE ADVISORY GROUP  
**Meeting Minutes**

**Yavapai Combined Trust**  
**Meeting of the Advisory Group**  
**PUBLIC NOTICE**  
**Friday, May 2, 2008**  
**9:00 AM**

**City of Prescott**  
**201 S. Cortez Street**  
**Prescott, AZ 86303**

The following Minutes are from the meeting of the **Yavapai Combined Trust Advisory Group** that was held on Friday, May 2, 2008 at 9:00 a.m. at the City of Prescott Downstairs Conference Room. Notice of this meeting was given pursuant to Arizona Revised Statutes, Section 38-431.02.

**I. Call to Order - Meeting called to order at 9:10 a.m.**

**II. Roll Call**

**Present:**

Jolaine Jackson, YCT Plan Administrator  
Pam Atencio, City of Prescott  
Alan Vigneron, Yavapai County  
Judi Schafman, Town of Chino Valley  
Aaron Polkoski, Segal

Shawni McAtee, YCT Support Staff  
Rose Hurley, Yavapai College  
Esther Hunt, Yavapai County  
Wayne Carpenter, AEI

**Absent:**

Deb Webster, Yavapai College

**Visitors:**

Lisa Washburn, Walgreens Health Initiatives      Jill Hanson, Walgreens Health Initiatives

**III. Approval of 04/04/08 meeting minutes**

Motion to approve 04/04/08 meeting minutes upon correction of error on page 1 – “The County confirmed that 30 hours was correct for them.” Should be changed to “The County confirmed that 36 hours was correct for them.”

Motion to approve minutes, with amendment, made by Rose Hurley, seconded by Alan Vigneron, approved unanimously.

**IV. Presentation from Walgreens**

Lisa Washburn from Walgreens Health Initiatives passed out copies of the Walgreens Quarterly Trend Report for YCT to the Advisory Committee to review. She pointed out that the Trust had good participation numbers for the mail pharmacy and that the generic usage for the group was above industry standards. She mentioned that there were going to be a few plan enhancements and said that members that will be affected will be notified via letter. Pam requested a copy of the letter that will go out. Lisa pointed out that the costs are higher for non-narcotic drugs mainly due to migraine medications and that the plan will likely see some decrease of those costs as Imitrex is expected to go generic toward the end of the year.

Lisa explained to the group that she will verify that Walgreens specialty pharmacy accepts the FSA Repay Me and that the issues we have had may be due to the vendor not having an updated merchant number. She asked to be notified of specific instances and she will investigate the issue.

Regarding the customer service issues, Lisa said that Walgreens has a call audit function available for their phone service technicians and that the program takes customer service very seriously. She can request a phone audit on a specific case basis and asked the group to forward her the details on any calls that a member had an issue with. She also mentioned that training can be requested for pharmacy workers. Judi requested that she look into some training for the pharmacy workers in the Chino Valley Walgreens.

Lisa mentioned that there have been some enhancements made to the WHI website. Aaron asked if there was any information available to send out. Lisa said that they will send out a flyer.

Jill Hanson of Walgreens Health Initiatives had some recommendations on plan changes for medication management that they estimate will save the plan money. The recommendations are the removal of the Diflucan CPA, the addition of Narcotic CPAs, and the addition of NSA Step Care. The group agreed on the recommendations of changes to the plan. Jill explained that letters will be sent out for prescription users of antihistamines that will include a coupon for over the counter antihistamines and a prior authorization contact number.

Walgreens representatives left at 10:05 a.m.

## **V. Update from Segal/AEI Financial Statements**

Aaron distributed the financial reports and informed the group that March was not a very good month; in fact it was the second worst month of the plan year. He said that April's numbers were not complete yet but that it didn't look promising to be a good month either. He pointed out that Zobel had added some lines to their report at our request to break out the administrative costs.

### **Open Enrollment Materials**

Jolaine asked the group if everyone received their open enrollment materials. Esther mentioned that she had the extra copies of the CD's at the County office. Jolaine asked if everyone had seen the notification about the vision statement error. The College is notifying their employees via email. The County will put stickers over the incorrect paragraph as not all of their employees have access to email. Jolaine mentioned the cost difference between the printed copies of the the SPD versus the CD; it is very cost effective to move towards more usage of the CDs. {Total printed invoice = \$5033.29 / 745 qty = \$6.75 per piece} versus {Total CD invoice = \$2092.35 / 3300 qty = \$.63 per piece} Aaron mentioned that he would like to see the website address printed on the CD label next year in the event that someone doesn't have a CD drive to notify them that the SPD can be viewed on the Trust website in pdf format. Jolaine asked Wayne if AEI had sent out the COBRA enrollment guides. Wayne said that he hadn't received them yet. Aaron said that it was sent to Deb for review.

### **Life Insurance Online Process Update**

Pam explained that she went down to Phoenix to meet with AEI to show them her spreadsheets that she uses to track life insurance and to describe the process. Wayne said that Darren worked on it and said that it was too difficult to set up right now due to all the options that need to be tracked. AEI will look into it for future usage.

### **COBRA - Process When Notified Outside Window**

Esther told the group that she had an issue with an employee that neglected to notify them of a drop in their dependants at the time of the event and is now notifying them late which is outside the COBRA window and she wanted to know what the process was. Aaron said that the plan document states that the employee needs to notify the entity when dropping dependants. He said that the COBRA notice needs to be sent out when that notification is received regardless of the window. The dependant should be dropped upon notification date and then sent a COBRA notice.

### **Life Insurance Amendment Finalization**

Jolaine reported that the amendment is finished.

### **Best practices: Fully Insured Quote for YCT**

Jolaine asked if the group wanted to suspend discussion of the fully insured quote until the Plan Design Review Committee has had a chance to look at the samples of the other plans and make recommendations. Aaron said that in order to get accurate information regarding the benefit of a self funded plan versus a fully insured plan the RFP really needs to look at the current plan. Judi asked what the cost was for Segal to do the RFP. Aaron said that he would check into it. Jolaine said that the scope would consist of the current plan and current price structure of employee and employee/family. She asked Aaron if July 1, 2009 would be a good effective date if the RFP went out in the fall. Aaron replied that it was. Jolaine asked who the vendors would be that have physicians in our area. Aaron said most likely Aetna, United/Pacificare, and Blue Cross. Aaron asked if the RFP would be for medical only. Jolaine said yes.

## **VI.**

### **Subcommittees**

#### **EAP Program (Shawni)**

Holman Frazier held two training classes at Yavapai College in late April at the request of Cheryl Moreno from the college. She requested the classes to be on Surviving and Thriving in Times of Organizational Change. Shawni left a message with Larry Frazier to get the remaining balance of training hours that we have left in the plan year. No response from Larry at the time of the meeting, but has since provided the requested information. There are 9 hours of training remaining in the plan year. Shawni left a message with Cheryl at Yavapai College regarding the remaining balance of training hours available through June 30<sup>th</sup> in case more training is desired.

#### **Plan Design Review Committee (Esther, Deb, Pam & Judi)**

Jolaine sent out plan samples that she received to the committee for their review and make recommendations for possible plan changes that may help minimize plan increases for the next plan year. The committee will meet in July.

#### **Healthwaves (Pam)**

Pam reported that the participation numbers looked very good and that the City Fire Department had booked two additional days for their employees.

#### **Mammograms (Judi)**

Judi reported that she had reserved a week in September with the Mobile Onsite Mammography program and that the contract should be finalized in June. Judi will give Shawni the contact information.

Jolaine informed the group that the Verde Valley mammogram provider was going out of business. Aaron had contacted the new provider and was told that the new owner was not available for discussion. Aaron will follow up to discuss rates but doesn't think that the new provider will offer the Trust a discounted rate. Jolaine said that we may need to increase time with the MOM program schedule in the Verde Valley due to the provider change. If Segal is unable to procure a discounted rate from the new provider, the members in the Verde Valley area can still use the service as well as the hospital for mammograms, however they need to inform the provider to bill it as a wellness charge so that it comes out of their \$300 YCT wellness option, rather than the annual free mammogram program.

#### **Wellness Committee**

The Wellness Committee is on hiatus until open enrollment completion.

Smoking Cessation Program - The state has a smoking cessation program that our members can take advantage of. Aaron will check to see if they have any promotional information to send out. The address of their website is [www.ashline.org](http://www.ashline.org).

#### **Communications (Deb & Shawni)**

To be discussed at next meeting when Deb returns

**Health Savings Account (Judi, Jolaine, Mark Woodfill, Frank D'Angelo and Deb)**  
Will set up "kick-off" meeting in June; the committee will coordinate schedules via email.

**Update from Plan Administrator**

Armenta Lawsuit Update - The fraud lawsuit has gone to trial; the defendant has plead guilty and the Trust may see some restitution.

RFP for Claims Audit of AEI – Jolaine has finished the RFP and it has been mailed out to potential vendors.

Next meeting 6/6/08 – 9am @ City of Prescott

Yavapai County Health Department will present a list of programs that they offer to the Wellness Committee for recommendation to the Advisory Committee.

**Future Meeting Issues:**

Jolaine mentioned that she would like to see a HIPAA update at a future meeting. Aaron said that he will set it up.

Aaron sent Jolaine sample language on domestic partner coverage to be discussed at a future meeting.

Jolaine asked Wayne when the Medicare D needs to be sent out. Wayne replied that it needs to be sent out prior to November 1<sup>st</sup>; should be mailed in October.

Esther mentioned that she had checked the YCT website and did not see the newsletter on it. Aaron said that he would check into it.

Jolaine informed the group that the Board would review the Stop Loss at the June 26<sup>th</sup> Board meeting.

Judi asked if the group wanted to schedule any of the future meetings in Chino. It was decided to schedule the October meeting in Chino.

The July advisory committee meeting has been canceled.

September: Dependent Elders added to insurance?

2008 Schedule (6/6/08, 8/1/08, 9/12/08, 10/3/08 (Chino), 11/7/08, 12/5/08)

**VIII. Adjournment - Meeting adjourned at 11:15 a.m.**

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**Jolaine Jackson, YCT Plan Administrator**

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**Shawni McAtee, YCT Support Staff**