



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

**Yavapai Combined Trust**  
**Meeting of the Advisory Group**  
**PUBLIC NOTICE**  
**Friday, June 6, 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, June 6, 2008 at 9:00 a.m. in 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 9:11 a.m.**

**II. Roll Call**

**Present:**

Jolaine Jackson, YCT Plan Administrator  
Pam Atencio, City of Prescott  
Esther Hunt, Yavapai County  
Wayne Carpenter, AEI

Shawni McAtee, YCT Support Staff  
Alan Vigneron, Yavapai County  
Judi Schafman, Town of Chino Valley  
Aaron Polkoski, Segal

**Absent:**

Deb Webster, Yavapai College  
Rose Hurley, Yavapai College

**Visitors:**

John Coyle, Segal

Lorie Klein, AEI

**III. Approval of 05/02/08 meeting minutes**

Motion to approve 05/02/08 meeting minutes made by Alan Vigneron, seconded by Jolaine Jackson, approved unanimously.

**IV. Follow up: Presentation from Walgreens 5/2/08**

Specialty Pharmacy / FSA issue: Alan gave the member information to Lisa about the FSA card issue but had not heard back yet.

Plan Changes: Walgreens will be mailing out letters soon regarding the plans changes. They will include the coupons for Zyrtec with the letters as well as send extras to the entities. Shawni will follow up with Lisa regarding the coupons. (They have been received and distributed since the date of this meeting)

Marketing materials: Lisa mentioned that they had an informational flier regarding WHI website enhancements and features. Shawni will follow up with Lisa to get a copy of the flyer. (Flyer has been posted to Trust website and emailed to HR contacts since the date of this meeting)

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

Aaron distributed the financial reports and briefly went through them with the group. He pointed out that enrollment has seen consistent growth this year. He pointed out that so far this year the Trust has used approximately \$400,000 of the stop/loss coverage. He mentioned that the Board may want to discuss the need to carry the aggregate coverage. Jolaine asked if there was an

estimate on the May numbers yet. Wayne said that he thought that it was an average month about like April. Aaron said that the Trust is performing in sync with what the national trend is and said that the contribution line should slope up slightly more next year with the plan changes. Esther mentioned that the County has had several families change to the Basic Plus plan. Jolaine said that the City had approximately 20 – 25 families change. Judi said that no one had switched in Chino as of yet. Aaron pointed out that the website hits were up a bit probably due to open enrollment.

### **Trust Agreement Changes**

Jolaine explained to the group that we started looking into the Trust agreement and bylaws to get clearer information as to how the advisory committee and board are made up so as to accurately follow the open meeting laws. There were a few items that we ran across that need to be discussed and possibly updated.

#### **Board appointment of members every three years by governing board?**

Jolaine asked the group if anyone had any thoughts on this requirement. Is a three year term limit necessary or can appointments be until termination of employment?

#### **One member appointed to advisory committee by governing board?**

Jolaine asked the group if there were any thoughts on this requirement. Is only one member allowed from each entity or should there be more representatives based on employee base? Allen asked if they need to be appointed and questioned the issue about having a quorum and who would qualify to vote on issues? He brought up the example of if he decided to bring 20 people with him from the County are they all allowed to vote. Shawni said that there needs to be some detailed information about who is appointed because according to open meeting laws and minute requirements a roll call needs to be recorded in the minutes and a list of absent members need to be noted. Allen said that he would like to go back and discuss the matter with the County to determine the original intent. Jolaine said that it would be put on the next board meeting agenda for further discussion.

#### **Include bylaws into trust agreement?**

Jolaine explained that the bylaws are old and have conflicting information in them from the trust agreement and asked about updating them and incorporating them into the actual agreement. Judi said that she had to take the agreement to council last year for approval for statute changes. Jolaine explained that details regarding the trust agreement weren't discussed last year; the only updates that were made to the agreement were due to other entities interest in joining the trust. Jolaine will put this item on the agenda for the next board meeting for further discussion.

#### **Issue: When both spouses work for a YCT employee how is the coverage handled?**

This issue came about due to language that is on the enrollment guide. The language about spouse coverage does not match what the SPD says. Wayne said that there is a statement in the enrollment guide that says that the SPD supersedes the enrollment guide. The language in the SPD states that the employee MAY choose employee coverage. Refer any employee with an issue to the language in the SPD. A correction will be made, sent to HR contacts, and added to the enrollment guide online. (This has been done since meeting.)

#### **Best Practices: Fully insured quote for YCT**

Jolaine mentioned that this was on hold due to fiscal restraints. Aaron said that he could put together a brief summary for the group.

#### **YCT Website – Update and Concerns**

Esther mentioned a few concerns regarding the website. She said that she doesn't think it is very user friendly. Aaron said that our website is a basic service offered by the hosting company. An upgraded version is available; he suggested we look at the Flagstaff consortium's website at [www.napebt.com](http://www.napebt.com). Jolaine asked everyone to view the website and further discussion will be held at a future meeting.

**Follow up:**

**COBRA OE materials**

Jolaine asked Wayne if AEI was able to get all the COBRA open enrollment materials out. Wayne said that yes they were sent out.

**AZ Smoking Cessation**

Aaron informed the group that he had talked to the Ashline smoking cessation group and they had informed him there wasn't any free Chantix available but that they offer a coaching program. They suggested having a contact person in the HR department to make it more personal for employees. Esther mentioned that the County still has a smoking cessation program but she doesn't know what the definitive funding is yet. The wellness committee can contact Marcia Jacobsen for more details on the program that the County has.

**VI.**

**Subcommittees**

**EAP Program (Shawni)**

Jolaine asked the group if anyone had any questions or issues with the first quarter EAP usage stats. There was some discussion as to who received the stats. Pam told Jolaine that she printed them for her. Jolaine asked Shawni to get copies of the stats to the group. Alan said that he had good feedback regarding the EAP's grief program but had heard a few issues with the legal referrals. Jolaine asked Aaron if there would be a significant price break if we were to take the legal referral option off of the Holman Frazier contract. Aaron said that he thought if there was any price difference it would be minimal but that he would check into it. Jolaine asked Shawni to get the details from Alan regarding the legal issues to ask Larry Frazier to look into.

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

Pam will set up a meeting date for July.

**Healthwaves (Pam)**

Jolaine reported that the Healthwaves bill has been received and sent to AEI for payment. She mentioned that she would like to see a report of the recent health screenings and possibly have Ted do a presentation at a board meeting. Aaron said that he would get with Ted to schedule it. Alan mentioned that some information that he would like included in the report would be the number of repeat people that participated in the health screenings and possibly the number of letters that were sent out notifying people with health concerns. Also Jolaine asked Wayne to send Ted an eligibility list for the health screenings next year so that Healthwaves had a way of confirming members and dependents.

**Mammograms (Judi)**

Judi reported that she had reserved a week in September with the Mobile Onsite Mammography program. Judi will give Shawni the contact information.

There is no update as of yet from the new mammogram provider in the Verde Valley. Aaron said that Deb has a letter that she typed which details the options that Verde Valley members can use for mammograms. Joaine asked Shawni to get a copy of the letter from Deb for the website and possibly for the County to use. (posted on YCT website since last meeting)

**Wellness Committee**

The Wellness Committee is on hiatus until open enrollment completion.

**Health Savings Account (Judi, Jolaine, Mark Woodfill, Frank D'Angelo and Deb)**

The HSA "kick-off" meeting is set for June 25<sup>th</sup> in the City Hall downstairs conference room.

**VII.**

**Update from Plan Administrator**

**Claims Audit RFP**

RFP for Claims Audit of AEI – We received two bids, one from Segal and one from Buck Consultants. Reviews of the bids will take place in July.

**HIPAA Class**

Jolaine addressed the HIPAA class handout included with the agenda. Nancy Hakes, from Segal is instructing the classes down in Phoenix. There was some discussion as to whether or not Segal would be able to offer one up here for all the entities to attend. Aaron said that it may be a possibility. Shawni will get with everyone to determine the level of interest and get the numbers to Aaron.

**FSA Cards**

The City had an employee that asked if the limit could be waived if a member sends in a formal request. Wayne said that the wording in the SPD prohibits it.

Wayne told the group that if the entities are not going to prefund their FSA cards they may have some that won't go through. Alan said that the County was going to prefund and that it was up to each entity to decide if they wanted to do that. Jolaine said that Mark Woodfill doesn't want to prefund and we may have to deal with some employee relation issues due to that decision.

Jolaine reminded everyone that there is a board meeting scheduled for 9:00 am on June 26<sup>th</sup> at Yavapai College Rock House.

2008 Schedule (No meeting in July, 8/1/08, 9/12/08, 10/3/08 (Chino), 11/7/08, 12/5/08)

**VIII. Adjournment - Meeting adjourned at 10:42 a.m.**

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**Jolaine Jackson, YCT Plan Administrator**

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**Shawni McAtee, YCT Support Staff**