



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

**Yavapai Combined Trust**  
**Meeting of the Advisory Group**  
**PUBLIC NOTICE**  
**Friday, March 6, 2009**  
**9:00 AM**

**City of Prescott**  
**City Hall – Downstairs Conf Rm**  
**201 South Cortez Street**  
**Prescott, AZ 86303**

The following Minutes are from the Agenda that was considered by the **Yavapai Combined Trust Advisory Group** at its Meeting held on Friday, March 6, 2009 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 9:16 a.m.**

**II. Public Comment**  
No public comment

**III. Roll Call**  
**Present:**

Jolaine Jackson, YCT Plan Administrator  
Alan Vigneron, Yavapai County  
Rose Hurley, Yavapai College  
Judi Schafman, Town of Chino Valley  
Wayne Carpenter, AEI

Shawni McAtee, YCT Support Staff  
Esther Hunt, Yavapai County  
Deb Webster, Yavapai College  
Laura Markel, City of Prescott  
Aaron Polkoski, Segal

**IV. Approval of 2/06/09 meeting minutes**

Motion to approve 2/06/09 meeting minutes made by Alan Vigneron, seconded by Judi Schafman, approved unanimously.

**V. Discussion Items**

- Financial Statements  
Aaron quickly went through the financial statements and pointed out a few items. He stated that the numbers were right in line with the projections that were made. He mentioned that there are several large claims. Deb asked if some of those claims could be from Cobra members. Aaron replied yes and that typically on a per head basis Cobra claims are near double the claims from active members. Aaron stated that Segal asked Walgreens to rewrite their contract and he anticipates some savings when that is finished.
- YCT 2009 Rates  
Segal provided a rate breakout with entities subsidies listed for convenience sake.
- AHG February Newsletter  
The newsletter was attached with the agenda for the group to review. The newsletter was also posted to the Trust website.
- Project Status Report on the AEI Audit  
Audit update attached with the agenda for the group to review.
- RFP Schedule for Vendors  
Jolaine distributed a list that Julie had worked off of with tentative dates to look at for vendor RFPs. Alan asked how often we go out for RFPs. Jolaine said it looked like around 5 years according to the list. Dave said that he would like to see the contract length and cost added to

the worksheet. Aaron stated that most contracts generally have an annually renewable clause with a 5 year cost estimate. Jolaine said that we will definitely need to do an RFP next year for an EAP provider with the new mental health parity laws coming out. Alan stated that the Board will need to decide on RFPs and asked if the advisory group could see a presentation on dates and market surveys before the next Board meeting. Aaron replied that he could get that information.

- **Cobra Rules**

Aaron informed the group that the information on the new Cobra rules is not real clear right now but that everyone needed to get a list of names to Wayne that were involuntary terminations from September 2008. The notice will need to go out mid April notifying the terminated employees of the 9 month subsidy. Eligibility is still only 18 months though. Jolaine asked if we need to change the language in the SPD. Aaron replied that the subsidy is only available for a window of time; starting September 1, 2008 through December 31, 2009. He stated that he will continue to update the group as the regulations are firmed up.

Jolaine asked to put HIPAA security update on the next agenda.

- **CHIP Reauthorization Requirements**

Jolaine mentioned that language in the SPD and the Open Enrollment guide will need to be updated with the extended 60 day enrollment period for those eligible for CHIP.

Jolaine also stated that the usual and customary language in the SPD will be changed to allowable and the participating language will be changed as well.

Jolaine informed the group that she was approached by an HMA that told her that they have nationwide coverage as well as having Mayo in their network. Jolaine will meet with Wayne to get some more questions to ask the network and will bring the information back to the group.

- **Follow up on Dependent SSN's to AEI**

Wayne is collecting them now and asked the group to make sure they fill out the forms completely.

## **VI.**

### **Subcommittees**

#### EAP Program

- **Utilization Reports**

Reports distributed at the meeting.

- **Renewal Options**

Larry Frazier gave Aaron a few renewal options for the EAP. Jolaine pointed out that the information given stated that Holman Frazier was still losing money due to our high usage. She stated that the Trust will need to go through the RFP process next year due to the new mental health parity bill and she doesn't want to go through the process two years in a row. She would like to see the Trust changing the coverage to 3 free sessions and look at changing the benefit next year. The group will recommend that option to the Board.

#### Communications (Deb & Shawni)

- **Open Enrollment Update**

Laurie Phiel has the draft of the new enrollment form and needs new rates to put on it. Aaron will get her the information. Aaron also mentioned that Laurie would update the Enrollment Benefits guide and change the colors a bit so that it's different from last year. The group agreed that we did not need to do a newsletter and that the rates could be announced in the open enrollment materials.

Jolaine informed the group that she was contacted by a mens mobile prostate exam program and asked if anyone was interested in participating in the program. She asked Aaron if any of his other clients utilized the program. Aaron replied that he had a few but he didn't know the numbers.

Esther said that Jan Hart had a question from a nurse at Long Term Care inquiring if we had canceled flu shots this year. Jolaine responded that flu shots weren't scheduled till fall and maybe she had them confused with the healthwaves wellness program.

Jolaine informed the group of a letter that she received from a member that wanted to appeal an out-of-network charge from Mayo clinic since they were referred to Mayo from an in-network physician. Wayne replied that technically they can't appeal because the claim was paid at the out-of-network percentage. Jolaine will let the member know that it cannot be appealed since the claim was paid and that it is the responsibility of the patient to check into out-of-network coverage. She stated that we should put out a communication about patient responsibility and use Mayo as an example.

Update from Plan Administrator

Next Meeting - April 3, 2009 – Prescott City Hall Downstairs Conference Room

Next Board Meeting - April 17, 2009

**VII. Adjournment - Meeting adjourned at 11:24 a.m.**

---

Shawni McAtee, YCT Support Staff

---

Jolaine Jackson, YCT Plan Administrator