



YAVAPAI COMBINED TRUST
MEETING OF THE ADVISORY GROUP
MINUTES

Yavapai Combined Trust
Meeting of the Advisory Group
PUBLIC NOTICE
Friday, April 3, 2009
9:00 AM

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

The following Agenda was considered by the **Yavapai Combined Trust Advisory Group** at its Meeting held on Friday, April 3, 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 9:11 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 3/06/09 meeting minutes

Motion to approve 3/06/09 meeting minutes made by Alan Vigneron, seconded by Rose Hurley, approved unanimously.

V. Discussion Items

• **Financial Statements**

Aaron briefly went through the financial statements. He mentioned that enrollment was consistent from last month but overall has declined a bit this year compared to last. He stated that February was a good month and was in the black but the March numbers do not look as good. The trust is trending lower than national average. He also pointed out on the income report that the total of RX rebate checks are larger this year than last and the interest income is down due to the market recently. Jolaine asked Aaron if the Walgreens revised contract will be ready for the April Board meeting. Aaron replied that it should be.

• **RFP Schedule for Vendors**

Aaron distributed a handout with a historical listing of vendor RFP's and Segal's notes on the comparison of the contracts with their other vendors. Aaron suggested that the group could have another network price out a few claims to get an idea of what the market is doing rather than doing a full RFP. Aaron went through the handout and pointed out a few things. He mentioned that a benefit of keeping the same stop/loss vendor for several years was that they will take into account several years of data rather than just a year or so. He said that the life insurance market as well as the PBM is very competitive right now and that there could be some better rates out there. An RFP will need to be done next year for EAP with the new mental health parity laws to account for. Jolaine asked if it would help if the Trust wrote a letter suggesting to the vendor that we may do an RFP to see if they would do any better on the rates. Aaron said it might and that he will draft the letter but it should come from Jolaine. To recap the RFP's that need to be done

are EAP, possibly pharmacy based on the outcome of the rate negotiation, and life insurance depending on the outcome of the letter.

Jolaine mentioned to the group that she sent a letter to the Department of Insurance with a copy of the SPD and let them know that if they wanted to assess our compliance to feel free to contact her.

- Trust Bylaws

The group reviewed the Trust bylaws and agreed to remove the investment language from the bylaws. Under the Roles section the wording under the Plan Administrator referring to the investments needs to be changed to under Board authority.

Alan questioned the two dollar amounts listed under the Plan Administrator. He would prefer to have an approved budget with requests that go above and over to go to the Board for approval.

Jolaine said that she would report all the recent expenditures on the Advisory update that goes to the Board. It would include money spent on issue resolution, printing costs, administrative fees etc. Then the Board can decide if they want to set a budget or not for the Plan Administrator.

Aaron said that in section 8A it makes sense to do an audit annually rather than bi-annually. The funding level wording in section 9D can be removed as it is in the Trust Agreement. Also the allocation and distribution of surpluses and deficits section can be removed as that is in the Trust Agreement as well.

Alan will talk to Dave Hunt about the Risk Management Plan section and whether it is necessary or not.

Rose said that she would like the definition of PHI added to the definition section.

Jolaine said that the Bylaws would be going to the Board for review at the April meeting.

- AHG Newsletter

Newsletter attached for review. Judi mentioned that she doesn't get the newsletter electronically. Aaron said that he will put Judi on the distribution list.

- Cobra Subsidy Questions

Jolaine informed the group that she had found out that if a terminated employee has access to another group insurance then they are not eligible for the subsidy.

VI. Subcommittees

Communications (Deb & Shawni)

- Open Enrollment Update

Material is in the process of being updated. The benefits guide is almost done then the forms will be revised.

Update from Plan Administrator

Next Meeting - May 1, 2009 – Prescott City Hall Downstairs Conference Room

Next Board Meeting - April 17, 2009 – Prescott City Hall Downstairs Conference Room

Items to be discussed at the Board meeting are the Bylaws, the Trust Agreement, and Vendor renewals.

Charles Leon will be the new representative for the College. Rose will get Jolaine his contact information.

VII. Adjournment - Meeting adjourned at 11:22 a.m.