

MINUTES

CONTRA COSTA COUNTY SCHOOLS INSURANCE GROUP HEALTH BENEFITS COMMITTEE MEETING

November 3, 2017
10:00 A.M – 12:00 P.M.

CCCSIG Conference Room,
550 Ellinwood Way
Pleasant Hill CA 94523

I. CALL TO ORDER

The meeting was called to order by Robin Yearby at 10:00 A.M. with introductions.

II. ROLL CALL & INTRODUCTIONS

Bylaws of the Contra Costa County Schools Insurance Group I.G.4. Quorum. A majority of each Committee membership shall constitute a quorum for the transaction of business except that less than a quorum may adjourn from time to time.

Member Districts = 9

Number required to achieve a quorum = 5

Those present were:

CCCSIG:

Contra Costa County Schools Insurance Group

Bridget Moore, Executive Director

MEMBERS:

Arcohe Union School District

Troy Miller

Brentwood Union School District

Debbie Valladao, Alternate

Byron Union School District

Tina Pedersen, Alternate

Castro Valley Unified School District

Robin Yearby, Chair

Moraga School District

Daniela Parasidis, Courtney Avellar

Oakley Union Elementary School District

Maria de la Luz Bordanaro

Travis Unified School District

Trudy Barrington, Alternate

Walnut Creek School District

Audrey Katzman

CONSULTANTS

Keenan & Associates

Debra DeSpain

Keenan & Associates

Vickie Vales

ABSENT:

Canyon School District

Gloria Faircloth

III. PUBLIC COMMENTS

There were no Public comments.

IV. APPROVAL OF AGENDA**2017-057****Action**

A motion was made by Daniela Parasidis, seconded by Debbie Valladao, and unanimously carried to approve the Agenda. Votes:

Arcohe - Aye	Brentwood – Aye
Byron – Aye	Canyon – Absent
Castro Valley – Aye	Moraga - Aye
Oakley – Aye	Travis - Aye
Walnut Creek – Absent for vote	

V. APPROVAL OF MINUTES – September 20, 2017**2017-058****Action**

A motion was made by Troy Miller, seconded by Trudy Barrington and unanimously carried to approve the September 20, 2017, Minutes as presented. Votes:

Arcohe - Aye	Brentwood – Aye
Byron – Aye	Canyon – Absent
Castro Valley – Aye	Moraga - Aye
Oakley – Aye	Travis - Aye
Walnut Creek – Absent for vote	

VI. ADMINISTRATION/HEALTH BENEFIT PROGRAM ADMINISTRATIVE UPDATE**Flu Clinic Update****2017-059****Information**

Debra DeSpain asked Moraga, Walnut Creek and Brentwood how the flu clinics went this year. All reported they were very successful. The Maxim nurses were punctual and prepared. Brentwood, which included Byron and Oakley, reported they had about 85 vaccinations given; Moraga around 40. Audrey Katzman did not have information on the clinic at Walnut Creek, as she was on vacation.

The Committee was pleased with the positive feedback. The JPA will continue utilizing Maxim for this event.

Open Enrollment Updates**2017-060****Information**

Debra DeSpain reviewed the district open enrollment dates and noted the various benefit and health fairs. There was an issue with employees being able to find their John Muir providers with WHA. Debra explained WHA contracts with the Canopy Health Plan network. Canopy provided a list of contracted providers to WHA to load into their system, but the file identified them all as specialists and not PCP's. Canopy provided an updated file last week and WHA uploaded it right away and has been doing daily periodic updates. This should not be an ongoing issue.

If an employee was not able to locate and load a PCP selection to BenefitBridge, when the enrollment is received by WHA, a PCP will be assigned. The employee will be able to contact WHA and change the PCP assignment, should that be necessary. Travis, Walnut Creek and Oakley did not think it was clear on BenefitBridge that a PCP selection was required. Moraga confirmed when WHA is selected, a pop up window opens which gives instructions on the PCP selection requirement. Vickie will check with the BenefitBridge case manager and provide screen prints of what is displayed to the employee. She will ensure the same pop up window is loaded for all districts. Once this issue has been resolved, employees can log into

BenefitBridge again and update their enrollment with the PCP selection. Vickie will contact WHA and ask for a flyer describing how to select/find a PCP that the districts can send out to the employees.

Oakley asked the other districts if they had an FAQ document to assist with questions on BenefitBridge. Debra asked Vickie if Keenan had something like this. Vickie indicated there is not an FAQ document on file. Audrey Katzman said she and Griselda prepared a few bullet points that BenefitBridge loaded to the Announcement Screen. She offered to provide these to the other districts. Moraga and Travis also have information on their Announcement Screens. Vickie will request screen prints of these and forward to Oakley for their review.

Regarding the new HSA plan with WHA, Debra is still working on scheduling an admin/set up call with WHA and the bank, Health Equity. As of now, there are no enrollments in the HSA plans, except for Travis. Travis is already set up for banking as they already have the HSA plan in place.

The plan set up has CCCSIG as the main client with the districts built underneath. This may cause a privacy issue going forward with the HSA enrollments. If there are several employees from the various districts enrolled in the HSA plan and each district logs into Health Equity, all enrollment information is displayed. WHA is discussing how to change this to protect the privacy of these enrollments. This might mean different set up and group #, which would need to be changed in BenefitBridge. If that happens, the employees will just be moved systematically into the appropriate new group number after open enrollment. Their enrollment will not be affected.

Kaiser Invoice Payment Procedure

**2017-061
Information**

Debra DeSpain informed the committee she was made aware by Kaiser recently that there were several months where payments were posted as late for a few of the districts. Kaiser tracks late payments and should a client reach a certain threshold, a late payment load is added to the renewal. For this JPA, a late payment load would apply to the entire renewal, not just to a specific district.

As of now, the JPA is not slotted for a late payment load, but Keenan and Kaiser want to make sure the districts are remitting their payments on time. Debra has met with some of the districts and will be reaching out to the rest in the next few months to review their specific payment processes and address any late payment issues identified by Kaiser. In addition, Kaiser is reviewing their internal processes as there seems to be some delays once the payments are received by the lock box.

Debra has also requested Kaiser review the payment receipts on a quarterly basis to ensure future problems are not overlooked.

Debra will provide an update at the next meeting.

2018 Health Benefits Committee Meeting Schedule

**2017-062
Action**

Debra DeSpain reviewed the proposed meeting dates for 2018 asking if there were any dates that may not work as of now. As in the past, should there not be any critical business needs for discussion, a specific meeting could be cancelled.

Bridget Moore mentioned there would be work done to the CCCSIG parking lot in December, early January so parking may be at a premium for the January meeting. Agenda items were reviewed and it was determined the December 2017 meeting and the January 2018 meeting would be cancelled.

The October meeting date may be difficult for the east county districts as they will be on the fall break. This meeting date will be changed to October 19. Debra commented that October seems to be one date that is cancelled due to the break and it is open enrollment time for everyone.

A motion was made by Audrey Katzman, seconded by Daniela Parasidis and unanimously carried to approve the 2018 meeting schedule with one change to eliminate the January 2018 meeting and change October to October 19, 2018. Votes:

Arcohe - Aye	Brentwood – Aye
Byron – Aye	Canyon – Absent
Castro Valley – Aye	Moraga - Aye
Oakley – Aye	Travis - Aye
Walnut Creek – Aye	

Vickie will send out the calendar invites to hold the meeting dates for 2018.

VII. INFORMATION

MEMBER COMMENTS

Information

There were no additional Member comments.

CONSULTANT COMMENTS

Information

Debra DeSpain informed the Committee she has been discussing CCCSIG as an option to several Contra Costa County districts currently with CalPERS. There is a lot of movement and interest in the county right now. She will be presenting information at the upcoming CBO meeting. Debra will provide an update at the next HBPC meeting.

LEGISLATIVE UPDATE/BRIEFING

2017-063

Information

Debra DeSpain reviewed the legislative briefing included in the packet related to the Affordable Care Act and an Executive Order to expanding health care to association plans.

VIII. AGENDA ITEMS NEXT MEETING

Information

Since there are no critical items for discussion, the December 8, 2017, meeting will be cancelled. Vickie will send out the meeting cancellation. The next meeting will be February 9, 2018, with the following agenda items:

1. Kaiser Periodic Utilization Review Report, Kelsey Lesley
2. 2018 Migration Report
3. New District Marketings
4. Out of Pocket Costs Calculator
5. Update on Kaiser Invoice Payment Procedure

X. ADJOURNMENT

Robin Yearby adjourned the meeting at 11:30 A.M.

Americans with Disabilities Act:

Contra Costa County Schools Insurance Group conforms to the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof. A request for disability-related modifications or accommodation, in order to participate in a public meeting of the Contra Costa County Schools Insurance Group, shall be made to: Bridget Moore, Executive Director, Contra Costa County Schools Insurance Group - 550 Ellinwood Way, Pleasant Hill, CA 94523 - 1 (866) 922-2744.