

MINUTES

CONTRA COSTA COUNTY SCHOOLS INSURANCE GROUP HEALTH BENEFITS COMMITTEE MEETING

November 18, 2016
10:00 A.M - 12:00 P.M

CCCSIG Conference Room
550 Ellinwood Way
Pleasant Hill, CA 94523
1 (866) 922-2744

I. CALL TO ORDER

The meeting was called to order by Robin Yearby at 10:02 AM. Introductions were made.

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 in attendance were:

CCCSIG:

Contra Costa County Schools Insurance Group

Bridget Moore, Executive Director

MEMBERS:

Arcohe Union School District

Dr. Jim Shock

Brentwood Union School District

Roxane Jablonski-Liu

Byron Union School District

Lisa Williams

Castro Valley Unified School District

Robin Yearby, Vice Chair (Alternate)

Moraga School District

Courtney Avellar, Alternate

Oakley Union Elementary School District

Maria de la Luz Bordanara, Cindy Peterson

Travis Unified School District

Jamie Metcalf

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**2016-067****Action**

A motion was made by Audrey Katzman, seconded by Courtney Avellar and unanimously carried to approve the Agenda as presented. Votes:

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

V. APPROVAL OF MINUTES – August 12, 2016**2016-068****Action**

A motion was made by Courtney Avellar, seconded by Cindy Peterson and unanimously carried to approve the Minutes as presented. Votes:

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

VI. CORRESPONDENCE**2016-069****Information**

Debra DeSpain reviewed the correspondence received with new HBC appointments from Moraga, Byron, Arcohe and Walnut Creek. CORRECTION: Daniela Parasidis is replacing Kathy Bell.

VII. ADMINISTRATION/HEALTH BENEFIT PROGRAM ADMINISTRATIVE UPDATE**Chair Election****2016-070****Action**

Bridget Moore reviewed the chair and vice chair election rules under the Bylaws. An interest email was distributed to the existing members to see if anyone was interested in volunteering to fill the Chair position. Robin Yearby volunteered to fill the Chair position. Since there are so many new members, it was suggested to leave the Vice Chair position open for now as no one expressed interest. If the Chair is unable to attend a specific meeting, one of the other members would be asked to volunteer to chair individual meetings.

A motion was made by Audrey Katzman, seconded by Courtney Avellar and unanimously carried to accept Robin Yearby as chair and leave the vice chair open as a volunteer option when needed. Votes:

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

Broker Agreement**2016-071****Information**

Bridget Moore reviewed the existing Consultant/Broker Agreement highlighting the services Keenan provides the Health Benefits Program. She explained that the HBP is a smaller insured program of the JPA, with the Workers Compensation Program being CCCSIG's core risk program. The Broker agreement will be

up for renewal 1/1/2018 and needs to be brought to the Executive Board for approval. Prior to the renewal date (probably August/September 2017), the agreement will be reviewed with the HBP Committee for any additions/changes. At such time a recommendation will be made by the HBP Committee to have the Executive Committee consider approval of the agreement.

The Business Associate Agreement was also provided. This is the document which details Keenan's handling/protecting of the personal health information of your employees.

Debra also reviewed the Broker fee breakdown by district. Plus, she reminded the committee that any overrides or bonuses Keenan receives from the carriers are passed back to the HBC. These funds have been placed in the HBP's wellness fund. Keenan also audits commission payments made by the carriers to ensure we are not overpaid based on the contract. In the past, Keenan has been overpaid by Kaiser as they cannot facilitate a flat amount in their accounting process. Kaiser uses a percentage and this can at times produce overpayments. These funds have historically been returned to each district based upon percentage of Kaiser enrollment.

2017 Health Benefits Committee Meeting Schedule

**2016-072
Action**

Debra DeSpain reviewed the proposed 2017 meeting schedule. There are a few months needing discussion, April and November 2017. The members were surveyed for those months and April 14, 2017 was determined to be acceptable. The November date will be changed to November 3, 2017.

Vickie Vales will send out calendar invites for the 2017 meetings.

A motion was made by Audrey Katzman, seconded by Cindy Peterson and unanimously carried to accept the 2017 meeting scheduled as presented changing the November date from November 10th to November 3rd.

Votes:

Arcohe - Aye

Byron - Aye

Castro Valley - Aye

Oakley - Aye

Walnut Creek - Aye

Brentwood - Aye

Canyon - Absent

Moraga - Aye

Travis - Aye

Anthem Blue Cross/Sutter Health Plus Employee Meetings

**2016-073
Information**

Debra DeSpain reviewed the employee meetings held at Brentwood, Byron, Moraga, Oakley and Walnut Creek for the existing Anthem Blue Cross members. Most of the meetings seemed to go well. We understand that Sutter Health Plus is not the best option for everyone and are continuing to look for alternatives. Debra has had discussions with United HealthCare as they have some new options. If there is an option that would be an alternative, Debra will provide updates when available.

Debra reminded the committee to be sure they are receiving employee signatures when they opt out/waive coverage. She mentioned there has never been formal JPA eligibility rules established that would assist the districts when employees ask about enrollment/eligibility, etc. Debra offered, and everyone agreed, that it would be helpful to the districts to have an enrollment/eligibility policy. Debra will draft rules and bring to the January 2017 meeting.

The Committee was also reminded to change the vendor information for the insurance premium payment for the 2017 year.

VIII. INFORMATION

MEMBER COMMENTS

Information

There were no additional member comments.

CONSULTANT COMMENTS

Information

Vickie provided an update on the HBC flu clinics. They were all successful. Travis and Walnut Creek commented there was some confusion about the payment for the vaccinations for non-enrolled members. Vickie confirmed Maxim is given the information that the fee is to be made payable to the district, but a few nurses did not understand that was the process. With that said, having the payments made directly to Maxim would alleviate any additional billing to the districts on behalf of CCCSIG. Maxim is still closing out their clinic records. The final log sheets and invoice will be available soon.

Debra stated Brentwood received a request from CMS for pharmacy information, which we were able to gather from Anthem Blue Cross and Kaiser. She will forward a copy of the request and the required information to the other districts for reference purposes.

Debra also queried the districts as to the Kaiser posters. We will be ordering them again for 2017 and adding in Travis USD and Arcohe Union School District under the CCCSIG logo.

Lastly, Keenan is keeping a close watch on what will be happening with health care reform now that the election is over. It is expected that some parts of ACA will be reformed, but doubt it will be repealed all together.

LEGISLATIVE UPDATE/BRIEFING

2016-074
Information

Debra DeSpain reviewed the briefing included in the meeting material:

Health Care Reform: IRS Provides Clarification on Solicitation Requirements for Missing SSNs/TINs – does not apply to this group as it

IX. AGENDA ITEMS NEXT MEETING

Information

Since the agenda items for the next meeting are not critical, it was decided to cancel the December 9, 2016 meeting. The next meeting will be January 13, 2017. Agenda items are:

1. 2016 Broker Satisfaction Survey
2. 2017 Enrollment Migration Report
3. Health Benefits Committee Eligibility Rules - Draft

X. ADJOURNMENT

A motion was made by Roxanne Jablonski-Liu, seconded by Cindy Peterson and unanimously carried to adjourn at 11:10 A.M. Votes:

Arcohe - Aye

Byron – Aye

Castro Valley – Aye

Oakley – Aye

Walnut Creek – Aye

Brentwood – Aye

Canyon – Absent

Moraga - Aye

Travis - Aye

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.