

**Pinal County Employee Benefit Trust
September 19, 2014
Trustee Training Minutes**

BOARD MEMBERS PRESENT

Chairman Kevin Kelty
Board Member Kaye Dickson
Board Member RoseAnn Garcia
Board Member Anthony Smith
Board Member Cynthia Chevalley– *present via telephone*

OTHERS PRESENT

Jaime Schulenberg, Erin Collins and Associates Representative
Elena Lacy, Erin Collins and Associates Representative
Mike Hensely, Attorney for the Pinal County Employee Benefit Trust
Renee Sliter, AmeriBen

1. Call to Order

The Pinal County Employee Benefit Trust convened at 12:25 p.m., this date in Florence, Arizona by Chairmen Kelty.

2. Call to the Public

None present.

3. Health Insurance Portability and Accountability Act (HIPPA)

Attorney Mike Hensley reviewed the Purpose, Covered Entities HIPPA applies to and terminology associated with HIPPA.

4. High Deductible Plans and Health Savings Accounts

Renee Sliter from AmeriBen reviewed an internal document she utilized for her employer explaining High Deductible Plans and Health Savings Accounts (“HSA”). Ms. Sliter explained that in order to have an HSA, you must first be covered by an eligible High Deductible Health Plan, which would include minimum deductibles, maximum out of pocket amounts and contribution limits according to 2015 IRS Guidelines. The plan could include embedded deductibles (family deductibles with the single deductible built within it). The contribution limits to the HSA are \$3350 Single, \$6650 Family, with an additional \$1000 catch-up provision for those age 55-65. The contribution can come from any combination of employee contributions and employer contributions. The HSA funds can be used for medical, pharmacy, dental and vision (qualified expenses) for the employee, their spouse, and their qualified dependents, regardless of whether or not they are on the employee’s health plan. If an employee has a Flexible Spending

Account (“FSA”), the Flex account would be limited to Dental and Vision eligible expenses only. Unlike a Flex account, the HSA rolls over from year to year and belongs to the plan member (which means they can take the account with them when they leave employment).

5. Wellness Programming

Ms. Schulenberg reviewed the memorandum she prepared regarding Wellness Options for Pinal County. Ms. Schulenberg stated the PCEBT currently provides the wellness committee with \$22,000 per year. Ms. Schulenberg provided options for the PCEBT to consider which would be as follows:

- Require the internal wellness committee to appear before the Trust Board annually to report on its efforts and what the budgeted funds are spent on.
- Work with AmeriBen on reporting capabilities to determine at-risk population, top preventable diagnosis, compliance, etc.
- Form a sub-committee of the Board of Trustees to develop a wellness strategy.
- Hire internal staff to develop and run a wellness program.
- Hire a wellness consultant to design a comprehensive wellness program including early detection, chronic disease management, education, and lifestyle modification utilizing County’s specific claims data.
- Additional costs will include the cost for the consultant (usually a per employee/per month fee) as well as programming and incentives costs.

Ms. Schulenberg stated there were pros and cons with each option; however, she would recommend the Trustees keep in mind that the wellness program should be data-driven and that privacy is equally as important.

The Trustees discussed these options and how the funds are currently being used.

Mr. Gibson, Pinal County Finance Director, confirmed on MOM and POPS screening, immunizations, Health Assessment as well as gym equipment.

Ms. Chevalley suggested breaking wellness down into manageable pieces which would first start with data collected from AmeriBen.

6. Fiduciary Liability and Responsibility

Attorney Mike Hensley reviewed Fiduciary Liability and Responsibility. Mr. Hensley reviewed the corresponding PCEBT Agreement and Declaration of Trust which outlines the Trustees obligations which is further defined in Article IV. Mr. Hensley also

reviewed Discretion and Authority, Duty of Due Diligence, Obedience, Prudence and Loyalty for Public Entities as well as ERISA for Public Entities.

Mr. Hensley reviewed board responsibilities to include: remain active and involved, prepare for meetings, attend meetings, monitor service advisors, ask questions, duty of loyalty, appearance of impropriety, and disclosure.

Mr. Hensley concluded with Claims 101.

7. Adjourn

There being no further business, the meeting was adjourned at 2:29 p.m.

These minutes are subject to approval by the Trustees at the next meeting

Minutes taken by Ariane Brobst.