

**Pinal County Employee Benefit Trust
September 19, 2014
Meeting 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 10:00 a.m., this date in Florence, Arizona by Chairmen Kelty.

2. Call to the Public

None present.

3. Discussion/approval/disapproval of Enrollment Appeal

a. Appeal #1

Ms. Schulenberg reviewed the memorandum she prepared for the PCEBT Trustees on September 8, 2014 which summarized the Medical flexible Spending Account open enrollment appeal. Ms. Schulenberg also reviewed documentation provided by Pinal County Human Resources which included the request for Medical Flex funds to be added, 2014-2015 Enrollment/Change Form, Salary Redirection/Reduction Agreement as well as the confirmation statement for FY 2014-2015.

Pat and John Espinoza approached the PCEBT at 10:04 a.m. asking for consideration of putting the funds on to their Medical Flex Account.

Chairman Kelty made a motion to reinstate the Medical Flex Account at 10:06 a.m. and Mr. Smith seconded the motion. Motion carried by unanimous vote.

b. Appeal #2

Ms. Schulenberg advised that the employee had requested this appeal be heard in executive session.

A motion was made at 10:13 a.m. by Mr. Smith to enter into executive session to hear the appeal. Motion was seconded by Ms. Dickson and the Motion carried by unanimous vote.

Open session was reconvened.

Motion made by Ms. Dickson to approve the appeal, retroactively canceling coverage as of 11/23/13. Motion seconded by Ms. Chevalley. Motion carried by unanimous vote.

4. Discussion/approval/disapproval of July 31, 2014 Meeting Minutes

Motion made by Ms. Garcia and seconded by Ms. Dickson to approve the July 31, 2014 meeting minutes. Motion carried by unanimous vote.

5. Discussion/approval/disapproval of the July 2014 Financials

Ms. Lacy presented the July 2014 Financials to the Trustees.

Motion was made by Mr. Smith to approve the July 2014 Financials and seconded by Ms. Garcia. Motion carried by unanimous vote.

6. Discussion/approval/disapproval of Strickland Lien Proposal

Ms. Schulenberg reviewed the Strickland Lien Proposal and settlement.

Mr. Smith made a motion to approve the Strickland Lien Proposal and Ms. Chevalley seconded the motion. The motion passed by a four to one vote of Ms. Garcia, Ms. Chevalley, Mr. Smith and Chairman Kelty in favor and Ms. Dickson opposing.

7. Discussion/approval/disapproval of Incurred but Not Reported Claims Reserves as of June 30, 2014

Ms. Schulenberg reviewed the memorandum of Incurred but Not Reported Claims Reserves as of June 30, 2014. Ms. Schulenberg also noted a decrease of Incurred but Not Reported Claims of \$191,000 over the last year.

Ms. Dickson made a motion to approve the Incurred but Not Reported Claims Reserve and Mr. Smith seconded the motion. The motion was carried by unanimous vote.

8. Discussion/approval/disapproval of Extension of Third Party Administrator Contract through June 30, 2015

Ms. Schulenberg reviewed the memorandum regarding Extension of AmeriBen contract through June 30, 2015. Ms. Schulenberg noted the current contract expires December 31, 2014 which would not allow time to successfully bid and transition a new Third Party Administrator.

Discussion was held with the board members, Erin Collins and Associates representatives and Pinal County staff concerning the extension of the Ameriben contract.

Mr. Smith made a motion to approve the Extension of the Third Party Administrator Contract through June 30, 2015 and Ms. Garcia seconded the motion. The motion was carried by unanimous vote.

9. Discussion/approval/disapproval of Joint Purchase Agreement with Arizona Local Government Employee Benefit Trust

Ms. Schulenberg reviewed the memorandum regarding the Joint Purchase Agreement with Arizona Local Government Employee Benefit Trust. Ms. Schulenberg requested permission from the Trustees to begin a Request for Proposal process to select an actuary and get a contract in place as soon as possible.

Mr. Smith made a motion to approve authorizing Erin Collins & Associates to move forward with requesting a proposal to select an actuary and Ms. Garcia seconded the motion. The motion was carried by unanimous vote.

10. Discussion/approval/disapproval of Employee Communication Plan

Ms. Schulenberg reviewed the memorandum regarding Employee Communication which was discussed at a previous meeting. Ms. Dickson suggested the County's Public Information Officer send out a blast to employees advising them where the PCEBT agenda and minutes can be located as well as the date, time and location prior to meetings. Mr. Smith stated he would encourage Human Resources to work with the Public Information Officer on communications.

11. Administrative Update

Ms. Schulenberg provided the Trustees with information contained in the memorandum regarding Administrative Update. Ms. Schulenberg reviewed the cost for individual policies through the Exchange, Short-term disability claims as well as reinsurance, aggregating specific deductible. Lastly, Ms. Schulenberg stated AmeriBen will hold a management conference which Ms. Dickson and herself would be attending and provide an update at the next meeting.

12. Set Next Meeting Date

The next meeting date was confirmed for Friday, January 23, 2014 at 10:00 am, in Building A Hearing Room, Florence, Arizona.

13. Adjourn

There being no further business, the meeting was adjourned at 11:53 a.m.

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

Minutes taken by Ariane Brobst.