

NOTICE OF MEETING

(Prepared in compliance with A.R.S. §§ 38-431.01, 38-431.02 and 38-431.03 (A))

MARICOPA COUNTY SELF-INSURED BENEFITS TRUST FUND BOARD OF TRUSTEES

NOTICE IS HEREBY GIVEN to the general public that the Maricopa County Self-Insured Benefits Trust Fund Board of Trustees will hold a meeting as follows:

**301 W. Jefferson Street, Suite 3200 - 3rd floor, North Conference Room
Maricopa County Administration Building
Phoenix, AZ 85003**

April 23, 2018 at 11:00 a.m. to Noon

The Maricopa County Self-Insured Benefits Trust Fund Board of Trustees may vote to recess into an executive session for the purpose of obtaining legal advice from the Board of Trustees' attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A) (3). Special Needs: If any disabled persons need an accommodation, they may call the Administrator's office at 602-506-1010 so that arrangements may be made.

AGENDA

1. Call to Order
2. Approval of the February 26, 2018 Meeting Minutes
3. Administrative Procedures - Review of Trust Document

Review proposed draft revisions to the Revised and Restated Declaration of Trust document dated November 2, 2016. Revisions are related to administrative procedures for taking minutes and other open meeting law items.

Presenter: **Charlotte Marz, Deputy Director Benefits and Wellness**

Action Items:

- Vote to recommend revisions to the Revised and Restated Declaration of Trust document to the Board of Supervisors for approval.

4. Administrative Procedures – Advise on E.A.S.E. Policy

Ms. Marz to discuss the proposed inclusion of administrative services to be provided by Benefits and Wellness personnel to the County's Employees Assisting and Supporting Employees (E.A.S.E.) program. The program provides assistance to employees who are experiencing a crisis event that is causing a financial hardship for which the employee has no other source of income. The assistance awards are funded by employee contributions to the program, but administrative services, other than fund management through United Way, are not currently included. Administrative services may include the intake, review, and recommendation of employee applications under the Wellness program.

Presenter: **Charlotte Marz, Deputy Director Benefits and Wellness**

5. March YTD Financial Statements - Presentation and Discussion

The financial statements will be reviewed to provide an update on the current assets and liabilities related to the Benefits Trust Fund.

Presenter: **Dave Hansen, Benefits Finance Manager**

6. Full Year 2018 Forecast - Presentation and Discussion

Information will be presented regarding the full year 2018 forecast for the Benefits Trust Fund.

Presenter: **Dave Hansen, Benefits Finance Manager**

7. Call to the Public

8. Motion to Adjourn

A copy of this Agenda has been posted on the bulletin board of the Clerk of the Maricopa County Board of Supervisors, 1st Floor, 301 West Jefferson Street, Phoenix, Arizona 85003, and on <http://www.maricopa.gov/AgendaCenter/Benefit-Board-of-Trustees-16>.