



**MARICOPA COUNTY  
SELF-INSURED BENEFITS TRUST FUND  
BOARD OF TRUSTEES**

**GENERAL SESSION**

**MEETING MINUTES**

**April 23, 2018**

**Benefits North Conference Room**

**301 W. Jefferson Street, 3rd Floor, Ste. 3200, Phoenix,  
AZ 85003**

**1. Call to order**

Trustee Jim Steinkamp Chairman, convened the Benefits Trust Fund Board of Trustee's General Session at 11:00 a.m. Trustee Rex Jorgensen, Trustee John Lewis, Trustee Helena Whitney, and Christine Stutz, Benefits Trust Fund Legal Counsel were present. Also present: Jan Plank, Human Resources Director, Charlotte Marz, Benefits Deputy Director; Elizabeth Schafer, Employee Benefits Administration Manager; Dave Hansen, Finance Manager; and Mary Pack, HR Associate.

**2. Approval of the February 26, 2018 Trustee General Session meeting minutes**

Trustee Jim Steinkamp, Chairman, called for a motion to approve the February 26, 2018 General Session meeting minutes. Trustee Jorgensen made a motion to approve the February 26, 2018 General Session meeting minutes as submitted. Trustee Lewis seconded the motion. Motion carried unanimously with four (4) ayes and zero (0) nays.

**3. Administrative Procedures – Review of Trust Document**

Charlotte Marz, Benefits Deputy Director presented the proposed draft revisions to the Restated Declaration of Trust. The revisions are related to the administrative procedures for taking minutes and how the minutes are approved. As there was no discussion, Trustee Jorgensen made a motion to recommend revisions to the Revised and Restated Declaration of Trust document go before the Board of Supervisors for approval. Trustee Whitney seconded the motion. Motion carried unanimously with four (4) ayes and zero (0) nays.

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

Charlotte Marz, Benefits Deputy Director presented 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. After a brief discussion, Ms. Mars stated that the program itself is not changing, however, the administrative processing and review of the application will now be handled by the Benefits and Wellness staff.

Ms. Stutz clarified that the purpose was to inform the Board of the change since the Trust Fund is funding the positions that will now be processing and reviewing the applications. There was discussion on the amount of hours designated to the program and if this roll would be performed by current staff. Ms. Plank stated that it would be approximately 40 hours a month and the duties would be absorbed by current staff. There was discussion on the current balance of the fund and how the balance would be managed in the future. Trustee Steinkamp requested that this topic be added to the agenda next year so they can revisit discussion.

**5. Mid-Year Financial Statements**

Dave Hansen, Benefits Finance Manager presented information regarding the financial statements and provided an update on the current assets and liabilities related to the Benefits Trust Fund year to date.

Mr. Hansen presented the Dashboard which summarized each of the following categories: assets available to cover recommended reserve, large claim cost per plan, expenditures v. prior year and budget, expense per subscriber, and change in net position, along with his rating for each.

**6. Full Year 2018 Forecast**

Dave Hansen, Benefits Finance Manager informed the Board that they are putting in a new Benefits Administration system that will replace the current ADP system. Mr. Hansen stated that the new system will be easier to perform quality control upfront with the hopes that problems can be identified before they happen and which would then be resolved quickly.

Mr. Hansen then spoke about the financial highlights which summarized March 2018 YTD results including a review of cash and operating results, Medical claims paid, Policyholders with paid claims exceeding \$50,000.00, Co-insurance prescription plan claims for the HMO and PPO plans, and the FY2018 Forecast.

**7. Call to the Public**

There were no members of the public present.

**8. Motion to Adjourn**

Chairman Steinkamp called for a motion to adjourn the meeting. Trustee Whitney made the motion. Trustee Jorgensen seconded the motion. The motion passed unanimously with four (4) ayes and zero (0) nays. The meeting was adjourned at 11:50 a.m.

The next meeting is scheduled to take place on Monday, August 27, 2018 at 11:00 a.m.