



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

GENERAL SESSION

MEETING MINUTES

August 27, 2018

Benefits North Conference Room

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

1. Call to order

Trustee John Lewis, acting Chairman, convened the Benefits Trust Fund Board of Trustee's General Session at 11:00 a.m. Trustee Brad Arnett, Trustee Rex Jorgensen, and Christine Stutz, Benefits Trust Fund Legal Counsel were present telephonically. Also present: Dave Hansen, Finance Manager, Elizabeth Schaffer, Benefits Administrative Manager; Charlotte Marz, Benefits Deputy Director and Mary Pack, HR Associate. Trustee Helena Whitney and Trustee Jim Steinkamp were not present for the meeting.

2. Approval of the April 23, 2018 and June 27, 2018 Meeting Minutes

Trustee John Lewis, due to the lack of a quorum, approval of the minutes was deferred to the next meeting. Trustee John Lewis, motion to move on to item 3 on the agenda.

3. Administrative Procedures – Update on Ergonomics and E.A.S.E Programs

Charlotte Marz, Benefits Deputy Director, presented an update on the E.A.S.E Program. A decision was made to outsource the Ergonomics Program; a couple of vendors have been identified to handle Ergonomic questions and claims. The E.A.S.E Program is a part of the Wellness Program; we will be creating a full time position to support the program, using some of the reserve from the transition of the Ergonomics Program. There were no questions or discussion. Trustee John Lewis motioned to move on to item 4.

4. Full Year 2017-2018 Unaudited Financial Statements

Dave Hansen, Benefits Finance Manager presenting agenda items 4, 5 and 6. 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. Trustee Arnett ask about the premium holiday and its effect on the numbers. Mr. Hansen informed the trustees that the last premium holiday was in 2016.

Mr. Hansen then spoke about the financial commentary and operating results, Medical Plan enrollment by employee. Mr. Hansen spoke about the unaudited results for FY2018, asset reserve, FY2019 forecast, FY2018 expenditures, medical claims, large claims, coinsurance prescription claims, review of cash, review fund balance, July 2018 YTD and paid claims. The last item is annual audit for 2018 this will be presented at the next board meeting. Trustee John Lewis, motioned to move on to agenda item 7.

7. Election of Chairperson for CY 2019-2020

Charlotte Marz, Benefits Deputy Director, advised that the revised trust document lays out that the chairman will serve a 2 year term. It's time to reelect the chairman or elect a new chairman. Trustee Lewis made a motion to postpone the nomination and elect a new chairman until the next board meeting. Trustee Arnette seconded the motion. The motion passed unanimously with three (3) ayes and zero (0) nays.

8. Call to the Public

There were no members of the public present.

9. Motion to Adjourn

Trustee Lewis called for a motion to adjourn the meeting. Trustee Arnette made the motion. Trustee Jorgensen seconded the motion. The motion passed unanimously with three (3) ayes and zero (0) nays. The meeting was adjourned at time 11:02 pm.