

KPBSD Health Care Committee

Minutes Approved 9/19/12

Meeting Date:	8/13/2012	Time:	2:45 PM	Location:	KPBS Risk Management Office
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Voting Members Present

Present	Terri Tidwell (HCPC Chair, KPESA)		Present	Matt Fischer (HCPC Secretary, KPEA)	
Present	Patti Sirois (KPESA)		Telephonically	Bruce Rife (Outgoing HCPC Chair, KPEA)	
Telephonically	Carl Locke (KPESA)		Absent	Terri Zopf-Schoessler (KPEA)	
Absent	Vaughn Dosko (KPAA)		Present	Mike Druce (KPEA)	
Quorum Present:		yes			

Administration and Consultants

Present	Tim Peterson (Plan Administrator)		Absent	David Jones (Assistant Superintendent)
Present	Stacy Gorder (Employee Benefits Manager)		Present	Colleen Savoie (Parker-Smith-Feek Consultant)
Present	Laurie Olson (KPBSD Finance Director)			

Guests

None		

I Open Meeting

Meeting Start Time:	2:54 PM	
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II Approval of Agenda

	Agenda Approved	
Yes	Agenda approved with additions	

III Reading and Approval of Minutes

	5/16/2012	Minutes approved	
Yes	5/16/2012	Minutes approved with corrections	

IV Administration and Consultant Reports

Tim Peterson Plan Administrator	No Report		
Stacey Gorder KPBSD Health Benefits Manager	131 Physicals to be reimbursed for a total of \$16,375		
Laurie Olson KPBSD Finance Director	Presented July 31 spreadsheet. Stated money will be added to reserve after audit. Spreadsheet will remain draft until audit is complete.		
	It appears that the amount that we are being charged by Rehn on the spreadsheet is significantly higher than what Colleen said their bid price was. Laurie said she would look into it.		
	Action to be Taken	Responsible	Due Date
	Investigate the discrepancy between the fee we should be paying for Rehn and what it shows on the spreadsheet.	Laurie Olson	9/19/2012

Colleen Savoie Parker-Smith-Feek Consultant	TPA request for proposals are in. Prices vary dramatically, but all are more then our current TPA. Rehn was evaluated by the brokers, but not considered for recommendation for finalist interviews since they are the current TPA.
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V	Action Items from Previous Meeting	Responsible	Due Date
1			
2			
3			

XI	Unfinished Business			Presenter	Duration
1	Physical Reimbursement - 131 Physicals to be reimbursed for a total of \$16,375			Stacey Gorder	
2	RFP -Appointment for viewing proposals- Matt Fischer and Terri Tidwell will review proposals at the conference room in Central Office.			Terri Tidwell	
Action to be Taken		Responsible	Due Date		
Review Proposals and make a recommendation on a new TPA to the committee.		Matt Fischer Terri Tidwell	9/19/2012		
3	Employee Number Variances on HCPC Spreadsheets- Written Explanation			Laurie Olson	
Action to be Taken		Responsible	Due Date		
Committee decided no action needs to be taken. This information has been presented to the committee in the past, and there are no new questions.		NA	NA		

XII	New Business	Presenter	Duration
1	By-law Change- Section III – Secretary/Treasurer A. The HCPC Secretary will be responsible for 1. Recording the minutes from each HCPC meeting or asking another member to record them if the secretary is unable to do so . 2. Distributing meeting notes to all HCPC members within five working days of the meeting 3. Maintaining a record of official minutes. 4. Digitally recording all meetings. No recording shall be done while discussing confidential information in which public release would violate the law. 5. Posting the minutes to the District’s Health folder within 48 hours after a majority of the HCPC members approve them as accurate. 6. Monitoring, keeping a log, and reporting to the HCPC monthly the expenditure of funds contractually set aside for the HCPC to conduct business.	Matt Fischer	

Notes:	Concern was expressed about publishing the recordings to the web. The change was amended by Matt Fischer to remove the condition that the recording be published to the internet.					
Motion:	Bylaws require that a change to bylaws be presented at a meeting, and not voted on until a subsequent meeting.					
Made by:			Seconded by:			
Vote:	Yes		No			
Motion:						
Made by:			Seconded by:			
Vote:	Yes		No			
Motion:						
Made by:			Seconded by:			
Vote:	Yes		No			
Action to be Taken			Responsible	Due Date		

2	Open Enrollment- Time line concerns:	Patty Sirois
Notes:	Concern was expressed with the email reminder for open enrollment came out halfway through the time period. Stacey stated that this was so that it would be closer to the date that teachers get back to school. Discussion led to asking if it would be possible for her to send an email at the beginning of the open enrollment period, and midway through next year. Stacey said that this would be possible.	
Action to be Taken		Responsible
Stacey Gorder will send two emails next year.		Stacey Gorder
		Due Date
		7/1/2013

3	Setting rate for 2012/2013	Terri Tidwell
Notes:	The committee's intent at the end of last fiscal year was to leave the insurance rates the same for FY 2013. Nothing in the bylaws requires a formal "setting" for the next year. If the committee does not act, then the rate shall remain the same until the committee takes specific action to change the rate. No motion is necessary to keep the rate the same as last year. District administration will correct the error for the employees that they withheld incorrect amounts.	
Action to be Taken		Responsible
D.O. will put the rate back to what it was at the end of FY 12		Tim Peterson
		Due Date
		Immediately

4		
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XIII	Next Meeting	
Date:	9/19/2012	Risk Management Office

IV	Adjournment	
Motion:	To Adjourn	3

