



**Draft - Minutes of Quarterly Trust Meeting
Wednesday, October 31, 2018**

Trustees Present:

Wendy Davis, Chairperson
Julie Morales, Vice Chairperson/Treasurer
Ed Gilligan, Trustee

Others Present:

Kelly Schoonmaker, AmeriBen
Kathy Curtis, Cochise College
James Tibbets, Cochise College
Robin Rossbach, Cochise County
Stephanie Moore, ECA
Robert Dover, ECA
Derrick Cooper, ECA

1. Call to Order

The meeting was called to order at 2:00 p.m. by Chairperson Davis.

2. Discussion and Possible Action Regarding the approval of the August 1, 2018 Regular Trust Meeting Minutes

Trustee Gilligan made a motion to approve the August 1, 2018 Regular Trust Meeting Minutes, Vice Chairperson/Treasurer Morales seconded the motion and the motion passed unanimously.

3. Discussion and Possible Action Regarding approval of the July and August 2018 Financials

Robert Dover from ECA presented a financial review of the July 2018 and August 2018 Financials compared to the same period in the previous plan year.

Vice Chairperson/Treasurer Morales made a motion to approve the July and August 2018 Financials, Trustee Gilligan seconded the motion, and the motion passed unanimously.

4. AmeriBen Review

Kelly Schoonmaker from AmeriBen provided the trust with a full plan year review on medical claims Incurred and Paid from July 2017 through June 2018.

No motion required.

5. Vendor Reports

Stephanie Moore from ECA presented reports from the following vendors: Navitus, Ameritas Dental/Vision, Teladoc and AWP Employee Assistance Program.

No motion required.

6. Wellness Update

Derrick Cooper from ECA discussed past, present and future programs for CCT Wellness. The County will re-look at some of the locations selected for the Comprehensive Eye Screening, to minimize additional cost related to meeting participation numbers. ECA will try to negotiate with AIWW to come up with a composite rate or a site fee for locations utilizing the trailer.

No motion required.

7. Discussion and Possible Action Regarding a Medical Claims Audit

Stephanie Moore from ECA discussed with Trustees the possibility of selecting a Claims Audit services to conduct a claims audit on AmeriBen as this process will be very informative for Trustees. It will also be a best practice for fulfilling Trustee fiduciary responsibility. ECA recommended that Trustee consider utilizing the results of the RFP conducted to contract with Claims Technologies, Inc. by utilizing funds currently held in General Administration or direct ECA to conduct a new RFP for claims audit services.

Vice Chairperson/Treasurer Morales made a motion to discuss at the Annual Renewal Meeting in January 2019 about conducting a claims audit, Trustee Gilligan seconded the motion, and the motion passed unanimously.

8. Discussion and Possible Action Regarding the June 30, 2018 IBNP Report

Stephanie Moore from ECA provided the Trustees with a report on the Incurred But Not Paid (IBNP) report as prepared by the Trust's Actuary, Cheiron.

No motion required.

9. Discussion and Possible Action Regarding the Actuarial Services RFP

Stephanie Moore from ECA reviewed the Request for Proposals (RFP) results with Trustees. The RFP was distributed via email to the following six (6) firms with employee benefits actuarial practices, Aon Hewitt, Buck Global, Cheiron (Incumbent since October 2013), Milliman, Towers Watson and Hildi, Inc. The only quotes received were from Buck Global and Cheiron.

Trustee Gilligan made a motion to award the actuary contract to Cheiron effective November 1, 2018, Vice Chairperson/Treasurer Morales seconded the motion, and the motion passed unanimously.

10. Administrative Update

Stephanie Moore from ECA shared the following Administrative information with the Trustees:

- The City of Bisbee has expressed an interest in joining CCT and is completing the paperwork necessary for Actuarial review.
- AmeriBen Conference was held September 26 through September 28, 2018 and was attended by Wendy Davis. Stephanie recommends that the County send a representative to the Conference next year as it is a great learning opportunity.
- ECA completed Benefit Comparison spreadsheet of Arizona plans for review by Trustees. ECA will send out a link that Trustees or the Administrative staff will be able to access when needed.
- The surplus/deficit report as of June 30, 2018 will be emailed out to Trustees.
- ECA provided a Large Claim History since the inception of the Trust.
- Conflict of Interest & HIPPA forms were passed out to Trustees to sign, and the Administrative Staff signed HIPAA forms.

No motion required.

11. Future Agenda Items

None at this time.

No motion required.

12. Next Meeting Date – January 23, 24 & 25, 2019

The Annual Renewal Meeting in Tubac, Arizona at the Tubac Golf Resort & Spa will be the next regularly scheduled meeting. Trustees anticipate holding a special meeting in November or December pending the actuarial outcome of the City of Bisbee application.

No motion required.

13. Call to the Public

No public was present.

14. Adjournment

The meeting was adjourned at 3:04 p.m.

Respectfully Submitted,

Robert Dover
Recording Secretary