

**City of Sierra Vista**  
**DRAFT - Trust Meeting Minutes**  
**Tuesday, November 2, 2021**

**Trustees Present:**

Rick Mueller, Chairperson  
Barbara Fleming, Trustee  
Ronald York, Trustee

**Others Present:**

Karla Anderson, Navitus  
Wendy De La Cruz, Payroll/Benefits Coordinator  
Jenise Dimmick, GBS  
Ken Downie, AWP  
David Felix, Chief Financial Officer  
Dominique Heidt, GBS  
David Madeiros, Navitus  
Shanna Melanson, HR Management Analyst  
Stephanie Moore, GBS  
Kelly Schoonmaker, AmeriBen  
Lisa Thompson, Navitus

**1. Call to Order**

The meeting was called to order by Chairperson Mueller at 9:00 a.m.

**2. Discussion and Possible Action Regarding Approval of the May 20, 2021 Trust Meeting Minutes**

*Trustee York made a motion to approve the May 20, 2021 Trust Meeting Minutes, seconded by Trustee Fleming and the motion passed unanimously.*

**3. Discussion and Possible Action Regarding Approval of the April 2021 through August 2021 Trust Financial Reports**

Jenise Dimmick from GBS provided a comparison of the current end of plan year (7/1/2020 – 6/30/2021) to the previous end of plan year (7/1/2019 – 6/30/2020) and a review of the first two months of the 2021-22 plan year (6/1/2021 – 7/31/2021) to Trustees. Chairperson Mueller asked for clarification regarding the decrease in Teladoc utilization; he asked if the decrease was an indication that things are starting to get back to normal. Chairperson Mueller asked if it is ok to approve financials for the prior fiscal year in the current year. Stephanie from GBS explained that it is ok and that GBS will always ask for approval on financials that have not been approved since the last Trust meeting.

*Trustee York made a motion to approve the April 2021 through August 2021 financials as presented, seconded by Trustee Fleming and the motion passed unanimously.*

**4. Medical Claims Report and Teladoc Utilization**

Kelly Schoonmaker from AmeriBen provided a report on the medical claims for the prior plan year, on claims incurred and network utilization for the period of July 1, 2020 through June 30, 2021 and paid through September 30, 2021. Kelly also reviewed Teladoc utilization and COVID-19 claims. Trustee York asked how the claims now compare to the year prior to COVID-19. Kelly stated that she would provide the information to the Trust.

**5. Prescription Claims Report**

Lisa Thompson and Karla Anderson from Navitus provided a report on claims for the 2020-21 plan year and the first quarter of the 2021-22 plan year.

**6. Dental Utilization Report**

Stephanie Moore from GBS provided a report on Dental utilization from September 2020 through August 2021.

**7. Employee Assistance Program Utilization Report**

Ken Downie from Alliance Work Partners (AWP) provided an Employee Assistance Program utilization report from July 2020 through June 2021 and the first quarter of July 2021 through September 2021. Chairperson Mueller asked Ken where he was located and suggested to Ken that he takes the time to visit Sierra Vista. Chairperson also expressed that the message he understood from the presentation is that the program could be utilized to its full potential by training supervisors and staff. Ken expressed that he would be happy to come and provide training necessary for supervisors.

Kelly Schoonmaker from AmeriBen provided the Trust with an update in regards to claims compared to the year prior to COVID-19 as requested by Trustee York during the medical presentation.

**8. Discussion and Possible Action Regarding the 2021-22 Risk Management Plan**

Stephanie Moore from GBS presented the draft Risk Management Plan to the Trustees.

*Trustee York made a motion to approve the 2021-22 Risk Management Plan as presented, seconded by Trustee Fleming and the motion passed unanimously.*

**9. Discussion and Approval of the June 30, 2021 IBNP Report**

Stephanie Moore from GBS presented the Incurred But Not Paid (IBNP) report and the Reserve Analysis Report to the Trustees. There was a conversation regarding surplus. Trustees were in consensus regarding leaving the excess surplus in reserve.

*Trustee York made a motion to accept the IBNP report as of June 30, 2021 as presented, seconded by Trustee Fleming and the motion passed unanimously.*

**10. Wellness Update**

Dominique Heidt from GBS presented the completed, current and future wellness programs to the Trustees.

**11. Administrative Update**

Stephanie Moore from GBS announced that David Medeiros from Navitus will be the new Client Executive, and Sara Rodriguez from AmeriBen will be the new Client Service Coordinator for the Trust.

**12. Adjournment**

*Chairperson Mueller adjourned the meeting at 10:18 a.m.*

Respectfully Submitted,  
Jenise Dimmick, Recording Secretary