

CITY OF SURPRISE

**HEALTH BENEFITS TRUST FUND BOARD
16000 North Civic Center Plaza
Surprise, AZ 85374**

December 4, 2019

MEETING MINUTES

CALL TO ORDER

Chair Gwen Skorupan called the Health Benefits Trust Fund Meeting to order at 4:03 p.m. at Surprise City Hall, 16000 North Civic Center Plaza, Surprise, Arizona 85374, on Wednesday, December 4, 2019.

ROLL CALL

In attendance were Chair Gwen Skorupan, Vice Chair Aaron Bacon, Board Member William Coniam, Board Member Renee Pastor, and Board Member Andrea Davis.

STAFF PRESENT:

Donna Meuse, Human Resources Manager; Lindsey Steinhoff, Human Resources Analyst – Senior; Nicholas Sarpy, Accounting Manager; Jennifer Medina, Financial Management Analyst Senior; Digger Oster, Risk Manager - Senior; Bretton Jeziorski, Workers' Comp Senior Claims Adjuster; Harold Brady, PS Legal Advisor; Laura Roybal, Administrative Services Assistant.

PLEDGE OF ALLEGIANCE

CURRENT EVENTS REPORT

None

STAFF REPORT

None

CALL TO THE PUBLIC

None

CONSENT AGENDA

Item 1: Consideration and action to approve the August 28, 2019 Health Benefits Trust Fund Board Meeting Minutes.

- Board Member Pastor made a motion to approve the minutes. Board Member Coniam seconded the motion. Motion passed.

REGULAR AGENDA ITEMS NOT REQUIRING A PUBLIC HEARING

Item 2: Presentation and discussion of CBIZ Consulting FY2020 1st Quarter Report.

- Michael Barberio presented CBIZ Consulting's 1st Quarter Report for FY2020.

Item 3: Presentation and discussion of the city's unaudited Employee Healthcare and Worker's Compensation Self Insurance Funds Financial Report for FY2020 1st Quarter.

- Nicholas Sarpy, Accounting Manager, presented the 1st Quarter Financial report for FY2020.

Item 4: Consideration and action pertaining to the Health Benefit Trust Fund Board Annual Calendar for 2020.

- Board Member Davis made a motion to approve the calendar for Health Benefits Trust Fund Board meetings for 2020. Board Member Pastor seconded the motion. Motion passed.
- Further into the meeting, a discussion was held regarding the start time of the meeting that will be held on February 26, 2020. It was suggested that the time be changed from 3:30 pm to 3:00 pm. Board Member Pastor made a motion to amend the Annual calendar to reflect this change. Vice Chair Bacon seconded the motion. Motion passed.

Item 5: Consideration and action pertaining to placing items on future agenda.

- Board member Pastor requested that we approach the topic of putting the CBIZ presentation on the consent agenda, rather than the regular agenda. The point was made that the CBIZ presentation is not an action item, and clarification was made that Board Member Pastor is suggesting that the Board just be presented with a high level summary, unless there are specific questions that arise from the information provided. A suggestion was made that an executive summary be added to the reports that are provided in advance, but the detailed reports would not be presented at the meeting.
- Board Member Pastor requested an overview of the Workers' Compensation program, and state requirements for that program, to provide a better understanding for the other board members who are not in the industry.

OTHER BUSINESS

None

ADJOURNMENT

Vice Chair Bacon made a motion to adjourn the meeting. Board Member Pastor seconded the motion. Hearing no further business, Chairperson Skorupan adjourned the Health Benefits Trust Fund meeting at 4:37 p.m.

Gwen Skorupan, Chair
Health Benefits Trust Fund Board