

**Minutes of the Advisory Health Benefit
Committee Meeting of December 17, 2013 at the
District Office, Minden, Nevada**

Committee Members Present

Marie Parola, DCSSO
Paula Henricks, DCSSO
Jim Mathews, DCPEA
Andrew Fromdahl, DCPEA
Holly Luna, District Office
Shannon Brown, DCAA
Dwight Langdon, DCBDA
Christine Cooley, DCPEA (*arrived 4:10pm*)

Absent

Tom Marshall of L/P Insurance Services was in attendance along with Windy Culver-Molezzo of Hometown Health. Meeting began at approximately 4:02p.m. Meeting began with member and attendee roll call.

Call to Order: Committee member roll call was followed by adoption of the agenda which was motioned by Marie Parola to approve, seconded by Shannon Brown, adopted 7-0.

Public Comment: None presented.

Consent Items: Andrew Fromdahl moved to adopt the minutes of the regular meeting on November 26th, 2013, seconded by Jim Mathews; motion passed 7-0.

Claims Review: Tom Marshall of L/P Insurance indicated that the monthly claims reports would be delayed until the following month's review in order to ensure incorporation of the PBM change to MedImpact and associated prescription benefits. Holly Luna requested an update on the large claim pending stop loss insurance coverage. Windy Culver-Molezzo indicated that the progress is favorable and is confident that the on-going reviews will be sufficient to ensure appropriate progress and payment of claim within the current calendar year.

Christine Cooley, DCPEA arrived at approximately 4:10pm.

Hometown Health Statistics Review: Windy Culver-Molezzo presented the HHP Statistics Review, and issued copies of the "Claims Turnaround Time Report" and "Hometown Health Customer Service Department Stats" – both of which reflect HHP's entire book of business, not solely DCSD stats. She present the Turn Around Time data reporting that of 1,151 claims received + 236 remaining open from the prior month, 1,106 were paid by month's end, leaving 287 claims remaining open. Regarding claim payouts, 907 Claims were paid within 15 days (65.4%). 194 Claims were paid within 16 – 30 days (95.7% in total), and claims that extended past 30 days totaled 5. Customer Service call volume was reported at 9,658 calls, answering 9,330 averaging 51 seconds to answer with a 3% noted abandonment rate of calls.

Windy also provide an update on the PBM transition to MedImpact, indicating that she was in process of following up with all reported discrepancies, and that members would either receive credit at point of service or reimbursement through submission of claims with Hometown Health. She indicated that there had been variances between the presentation of DCSD's formulary from Catalyst to MedImpact and the unique mapping was complex, and that it was helpful to have the discrepancies noted by members so that the plan's formulary can be addressed holistically rather than on a one-time or one-member basis. Holly Luna noted that pricing may fluctuate based on potential changes of pharmacy or drug pricing – which happens regardless of PBM management – but that it is the intent of the plan to have the unique DCSD formulary remain unchanged through calendar year 2014. Additionally, it was noted that due to the change to MedImpact, that certain drugs in the formulary would cost less (to both the plan and participants) as a result of the quantity buying power of the new PBM.

Recent Board Action (Administrative Report):

Holly Luna presented the committee's recommendation with regards to the stop loss renewal and marketing analysis. She indicated that it was unanimously approved after the board reviewed and asked pertinent questions. She thanked L/P Insurance for their excellent service on behalf of the district's plan and to Hometown Health for the expediting of the claims necessary to meet the end of the calendar year requirement for stop lost coverage.

Self-Insurance Fund Projected Financials (Admin Report):

Holly Luna reported that the December Amended budget for FY13/14 projections was tied to the renewal of the Stop Loss insurance. All financials could be found on the district website, located under Business Services.

HIPAA Compliance Training (Administrative Report):

Tom Marshall of L/P Insurance led the committee members through the HIPAA Privacy Training. The privacy rules are federal regulations that create national standards to protect individual's medical records and other personal health information – referred to as protected health information or PHI. He reviewed the various covered entities that are required to comply along with the implementation timeline of the federal regulations. He provided examples of PHI along with what is not subject to the privacy rules. He relayed what to do if there is a breach of PHI, and Holly Luna indicated that Rich Alexander was the district's designated Privacy Officer. Tom also gave examples on how to implement physical safeguards. Penalties are severe in nature up to and including civil and criminal penalties of fines up to \$250,000 and up to 10 years in jail. Committee members were allowed to ask questions and present examples for review.

Health Care Reform Update (Report):

Tom Marshall of L/P Insurance indicated nothing further than the pending two-year fee reprieve for self-insureds. Holly Luna provided a simple estimate of approximately \$63,000 in fees to the plan for the calendar year 2014 that wouldn't be due until 2015. The two-year reprieve would affect the following two years of reinsurance fees, and that any future amounts were to be on a reduced amount from the 2014 fees.

Correspondence (Report):

None reported other than continued MedImpact concerns which Windy Culver-Molezzo would follow up with.

Future Agenda Items:

Andrew Fromdahl requested that the committee receive updates on the actual results of the plan benefit changes – an update from what had been presented in the October meeting but which was incomplete with regards to a full calendar year of expenditures – for individuals/family for out of pocket expense and deductible costs. Windy Culver-Molezzo indicated ability to follow up with potential reporting in February or March.

Next Meeting(s): The next Committee Meeting was set for **January 21, 2014 at 4:30p.m. at the District Office.**

The meeting adjourned via motion by Dwight Landon, seconded by Shannon Brown at approximately 5:05 p.m.

Respectfully Submitted,
Holly Luna, CFO, Business Services
Douglas County School District
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