

**MINUTES OF THE  
CAPE COD MUNICIPAL HEALTH GROUP**

**STEERING COMMITTEE**

Wednesday, March 14, 2012 8:30 AM  
COMM Fire District, Centerville, MA

**MEETING MINUTES**

A meeting of the Steering Committee of the Cape Cod Municipal Health Group (“CCMHG”) was held on Wednesday, March 14, 2012 at the COMM Fire District, Centerville, MA. The following people attended the meeting:

**Committee Members Present:**

A. Francis (“Skip”) Finnell, Chair	Dennis-Yarmouth RSD
Noreen Mavro-Flanders, Board Chair	County of Dukes County
Marie Buckner	Town of Sandwich
Debra Blanchette	Town of Barnstable
Heather Harper	Town of Falmouth
Maggie Downey	Barnstable County
Gerry Panuczak	Town of Chatham
Susan Milne	Town of Yarmouth
Heather Harper	Town of Falmouth

**Guests Present:**

Richard Bienvenue	Treasurer
Josiah Cole	Colewebdev
Pam Hudson	Town of Provincetown
Suzanne Donahue	Blue Cross Blue Shield of MA (BCBS
Bill Hickey	Harvard Pilgrim Health Plan)
Fred Winer	Tufts Health Plan (THP)
Nina Conroy	Delta Dental
Carol Cormier	Group Benefits Strategies (GBS)
Karen Carpenter	Group Benefits Strategies (GBS)

Skip Finnell, Chair, called the meeting to order at 8:40 a.m.

**Approval of the Minutes of the February 15, 2012 meeting:**

Noreen Mavro-Flanders motioned to approve the minutes of the February 15, 2012 meeting.

Marie Buckner seconded the motion. The motion passed by unanimous vote.

Motion

**Updates to the Strategic Plan:**

The Steering Committee reviewed the recommendations made by Maggie Downey and Marie Buckner and agreed with the updates as presented. In addition, the following recommendations were made:

1. Delete A & B under Goal #4 and to add “Annual review of the CCMHG Fund Balance Policy and utilize available fund balance surplus to lower funding rates in accordance with the policy.
2. Goal #1A2a – change to “conduct one workshop per year for managers – inform on what CCMHG is doing and what is happening in the health care marketplace. Present information about building health promotion into the workplace.”

**Request to have roll-over provision on PPO out-of-network deductibles for first year of new plan designs:**

Carol Cormier said that a request was made to waive the *plan year* deductible for FY13 for those who have met the current PPO out-of-network deductible for the *calendar year*.

Bill Hickey and Suzanne Donahue said that the health care systems cannot accommodate this request, but said that it could be handled manually. Ms. Donahue suggested running a report later in the plan year on utilization to see who will be affected.

Maggie Downey joined the meeting.

Bill Hickey said that it could be handled on an exception basis.

Skip Finnell said that the Committee will review this later in the year.

The Committee agreed that no action would be taken at this time and removed it from the Board agenda.

**Wellness Committee Report:**

Marie Buckner asked to defer the report until the arrival of Maggie Downey.

**Report on meeting with the Attorney General's representatives regarding state mandated benefits:**

Noreen Mavro-Flanders said that she, Skip Finnell, and Carol Cormier met with attorneys Jennifer Miller, Chief, Government Bureau; and Thomas O'Brien, Assistant Attorney General, Health Care Division on February 16 to seek clarification on the issue of self-funded governmental groups and state mandates for health benefits.

Ms. Cormier said that the issue is that BCBS adds all of the state mandates to the health plans, while HPHC does not. Carol Cormier said that they learned that the Attorney General's office does not provide opinions except for those sought by the Governor and General Court.

**Updates on implementing plan design changes for 7/1/12:**

Skip Finnell said that there was some concern about the \$2k/\$4K out-of-pocket maximum not including the drug copays.

Carol Cormier said that the members have the option of utilizing the alternative drug program through myMedicationAdvisor® program or the \$9 Generic Drugs program offered by BCBS.

Suzanne Donahue said that the new group numbers for each unit have been set up and said that BCBS will send out explanation of benefit statements.

Bill Hickey said that the HPHC member services department is gearing up for the July 1, 2012 plan design changes.

**Meeting with Colewebdev about the CCMHG website:**

Rich Bienvenue introduced Josiah Cole, co-owner of Colewebdev and said that they designed the website for his accounting company.

Mr. Cole said that he is co-owner of Colewebdev with his wife and said that they have 12 years of experience with a focus on local businesses. He said that their company can design, host and develop customized website solutions. Mr. Cole said that he reviewed the current CCMHG website and asked what the Committee was looking for.

The Committee said that they would like the website to be updated with a more modern feel with the ability to add information as necessary.

Mr. Cole suggested working on the website in stages. He said that it can be customized as needed.

The Committee asked Mr. Cole for a baseline proposal to review at their next meeting and thanked Mr. Cole.

Mr. Cole thanked the Committee and left the meeting.

**Wellness Committee Report:**

Maggie Downey said that the Martha's Vineyard (MV) Wellness Coordinator, Judie Jardin, is resigning at the end of the fiscal year. Ms. Downey said that the Wellness Committee does not have the resources to do an RFP for a new coordinator.

Noreen Mavro-Flanders said that the last time CCMHG was searching for a Vineyard coordinator, it put an ad in the newspaper and interviews were scheduled. Ms. Flanders offered to work on the vacancy with Marie Buckner.

Ms. Downey said that the committee is working on the FY13 Wellness Budget and Programs and hope to be presenting it soon. She said that there is no wellness report update for the Board meeting.

**Other Business:**

Carol Cormier said that she drafted a press release regarding plan design changes and received suggestions back.

Noreen Mavro-Flanders and Skip Finnell suggested releasing it after the start of the new fiscal year.

The Committee agreed with Ms. Mavro-Flanders and Mr. Finnell.

Rich Bienvenue said that the audit should be ready soon and said that the delay was not due to the auditor. He said that he will be sending the auditor the necessary information to complete the audit. Mr. Bienvenue said that he will be following up with Group Benefit Strategies COBRA department regarding the advanced COBRA payments and invoice. Mr. Bienvenue said that he may have a solution to the internal control issue and will discuss it at the next Steering Committee meeting.

The next Steering Committee meeting was scheduled on April 25, 2012 at 9:00 a.m. at the Sandwich Municipal Office Building, 26 Jan Sabastian Avenue, Sandwich, MA.

There was no other business.

Heather Harper moved to adjourn.

Motion
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Debra Blanchette seconded the motion. The motion passed by unanimous vote.

Skip Finnell adjourned the meeting at 9:55 AM.