

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

STEERING COMMITTEE

Wednesday, September 21, 2005, 9:15 a.m.
Dukes County Administration Building
Martha's Vineyard

MEETING MINUTES

A meeting of the Steering Committee of the Cape Cod Municipal Health Group ("CCMHG") was held on Wednesday, September 21, 2005 at the Dukes County Administration Building, Martha's Vineyard. The following people attended the meeting.

Committee Members Present:

Robert Whritenour, Chairman	Town of Falmouth
Jeff Cannon	Town of Barnstable
Maggie Downey	Barnstable County
Robert Canevazzi	Town of Dennis
Judie Jardin	Dukes County, retirees
Noreen Mavro-Flanders, Board Chair	Dukes County
David Withrow	Town of Orleans

Guests Present:

Richard Bienvenue, CPA	CCMHG Treasurer
Jan Hagberg	Town of Sandwich
Michelle Gosson	Up-Island Regional School District
Jocelyn Broadley	Martha's Vineyard Regional School District
Sharon Willoughby	Town of Edgartown
William Hickey	Harvard Pilgrim Health Care
Anne Boisvert	Delta Dental
Eric Kinsherf	Thevnin, Lynch, & Bienvenue
Carol Cormier	Group Benefits Strategies (GBS)
Lisa Trombly	Group Benefits Strategies (GBS)

Chairman, Robert Whritenour called the meeting to order at 9:35 a.m.

Minutes of the Steering Committee meeting of July 27, 2005:

Noreen Mavro-Flanders moved to accept the minutes of the July 27, 2005 meeting as written.

Motion

Dave Withrow seconded the motion. The motion passed by unanimous vote.

Treasurer's Report:

Rich Bienvenue discussed the Income Statement as of and for the August 31, 2005 and 2004. He stated that CCMHG is a little ahead for the start of this fiscal year. He also asked Carol Cormier if the \$15,000 had been deposited for prescriptions for which she replied affirmatively. Year-to-date net income is \$2.2 million. Mr. Bienvenue recommended a transfer of \$1 million to the investment account, which would increase the total investment to \$8.7 million.

Mr. Bienvenue said he would be meeting with the auditor, Bill Fraher, CPA on Monday regarding the FY05 independent financial audit.

Rich Bienvenue explained that a number of members have been receiving returned checks from Bank North because of endorsement issues. He stated that he does not normally endorse these checks and this is just one example of a few issues he has been dealing with regarding banking with Bank North. He further stated that the bank reconciliation's are getting to be very difficult with Bank North. He said they have deposited incorrect funds into the account on numerous occasions for which he then needs to monitor and track. He recommends transferring the account from Bank North to Cape Cod 5, which would be at no cost to CCMHG.

Noreen Mavro-Flanders moved to accept the recommendation to change from banking with Bank North to Cape Cod 5.

Motion

Judie Jardin seconded the motion. The motion passed by unanimous vote.

Rich Bienvenue announced the addition of Eric Kinsherf to the staff of Thevnin, Lynch, & Bienvenue. He further announced the firm underwent a peer review and that the results were an unqualified opinion with no other comments.

Warrant Summary:

Dave Withrow moved to accept the Warrant Summary of the September 2006 Warrant.

Noreen Mavro Flanders seconded the motion.

Motion

The motion passed by unanimous vote.

Wellness Programs:

Wellness Coordinator's Workplan

Maggie Downey handed out a proposal for hours and expenditures for the Wellness Consulting Contract for 10/1/05-9/30/06 for Deanna Desroches. She had stated that Ms. Desroches, Wellness Coordinator, had put together this list of programs, hours, and cost for the current year and FY06 programs. She said that the document contained the proposed 2005 hours and cost, the actual and difference of hours and cost, and the proposed hours and cost for 2006. She reviewed the proposal. She said FY05 actual expenditures had been about \$6,000 under budget. Maggie Downey then explained that neither the Stress Program nor the Eating Essentials Program had been conducted and that \$6,000 of the budget had not been spent this calendar year. She suggested that the Eating Essentials Program slide again this coming year. She said that Deanna Desroches has proposed more hours to be spent on the Coronary Health Improvement Project (CHIP) for next year. Ms. Downey said that the Wellness Committee had voted to recommend the proposed budget to the Steering Committee.

Maggie Downey stated that the Wellness Committee had reviewed and approved the budget for the coming year to be presented to the CCMHG Steering Committee for approval. Maggie Downey informed the Steering Committee of the Wellness Workshop for Benefit Managers held in April that was well attended by both the Cape and the Island. She questioned whether this Workshop needed to be offered each year and asked for the Committee's opinion on this.

There was a discussion.

Noreen Mavro Flanders questioned Ms. Desroches estimate of hours to be spent on the Wellness Workshop for 2006.

Maggie Downey responded that the estimated 118 hours were provided by Ms. Desroches and were the same number as spent in the 2005 year.

Shelley Gosson said that the Workshop in April had been very worthwhile.

Bob Whritenour asked two questions with regard to CHIP. He said that the hours invested are high and that there had nevertheless been problems with organization and promotion of the program. He requested a specific list of tasks that Ms. Desroches will do for the CHIP program and that the list contain the estimated time involved in each duty. He then asked if CCMHG should consider hiring a full-time coordinator given that the hours and expense under the consulting contract may not represent the most cost effective way to provide the program.

Maggie Downey agreed to supply a breakdown of the tasks associated with administering the CHIP program and their specific time allotment for the next meeting.

Judie Jardin said she had concerns that the Island might not be getting its fair share of effort with regard to the wellness programs. She elaborated on her concerns.

There was a suggestion that a percent of the wellness budget be devoted to the Island.

Maggie Downey asked what percent of CCMHG enrollments were attributable to the Island.

Carol Cormier said she thought about 10-12% but could provide a definitive response after checking.

Bob Whritenour recommended that an agenda item be established for the next meeting to discuss Wellness programs on the Island. He asked Ms. Jardin to let the Committee know specifically what she is looking for in wellness programming for the Island.

Carol Cormier noted that there is nothing on the proposal regarding disease screenings. She asked if this should be a budgeted program. She said that Blue Cross and Harvard Pilgrim will provide a number of free screenings to employers and said that this should be communicated to the employers and pursued.

Maggie Downey informed the group that screenings are offered during some of the health fairs but acknowledges that they are limited. Maggie Downey agreed to check into ways to incorporate additional screenings to include greater member participation.

Dave Withrow suggested that the Steering Committee get more involved with promoting screenings.

In response to a question from Dave Withrow, Bill Hickey, Harvard Pilgrim, said that HPHC and BCBS do provide a number of free screenings. He explained the process to request the screenings and the best timing during the year for requests.

Carol stated that Dr. Thomas Sbarra is leaving for New Zealand and would like to meet with Steering Committee members prior to leaving regarding arrangements for a CHIP program in Town of Falmouth in January 2006. She said that Dr. Sbarra has found a physician who will take over for him while he is in New Zealand.

Maggie Downey said that the Wellness Committee will meet with Dr. Sbarra on October 3, 2005.

Bob Whritenour suggested that representatives of the Steering Committee meet with Dr. Sbarra and representatives of the Wellness Committee on Thursday, October 6, 2005 at 9:00 a.m. in Falmouth.

Carol Cormier said she would check with Dr. Sbarra on his availability and get back to group.

Maggie Downey stated that Sue Borque, the County nutritionist, would be attending CHIP training in Illinois in October. She asked if Deanna Desroches should also be trained as a backup.

Noreen Mavro-Flanders suggested publicizing the position to see if anyone else would care to train as backup, which she said may help cut costs. Judie Jardin suggested that someone from the Island be trained as CHIP facilitator.

Bob Whritenour asked that the topic be put in the budget for a future discussion. He also said he thought that the Wellness Workshop should stay in the budget.

GBS Reports

Carol Cormier explained that the reports enclosed in the packets could be reviewed by the Committee at its leisure.

Bob Whritenour asked Ms. Cormier to review page 10: Funding Rate Analysis.

Carol Cormier reviewed the Funding Rate Analysis with data through August and said that the expense-to-funding ratio was 0.97 across all plans. She also reviewed the Stop Loss Reports.

Carol Cormier advised the Group that Noreen Mavro-Flanders is the Authorized Representative for the Medicare Part D Retiree Drug Subsidy (RDS) application.

Noreen Mavro-Flanders informed Carol Cormier that she has not received her notification from CMS yet.

Carol Cormier will check into this for her.

Carol Cormier explained the magnitude of filing the applications for Medicare Part D. She said GBS would be willing to take this responsibility on for a fee. GBS has hired an employee who will be responsible for Medicare Part D for GBS core accounts but Ms. Cormier said she would be the RDS Account Manager for the joint purchase groups. She further explains that the cost for the first year would be \$10,000 that would include two applications to be completed: 1) to cover 7/1/05-6/30/06 and 7/1/06-6/30/07 policy periods.

A discussion followed.

Bob Canevazzi motioned to approve the Memorandum of Understanding with GBS for Medicare Part D Retiree Drug Subsidy services and the Hold Harmless Letter.

Motion

Judie Jardin seconded the motion. The vote in favor of the motion was unanimous.

Strategic Plan:

Bob Whritenour reviewed the proposed Strategic Plan. He thanked Bob Canevazzi for his work on this project and Carol Cormier for her assistance.

Noreen Mavro-Flanders suggested that the Strategic Plan be placed on the agenda each meeting in order to keep goal-oriented.

Noreen Mavro-Flanders motioned to recommend the Strategic Plan for July 2005 through June 2008 to the Board for approval.

Motion

Bob Canevazzi seconded the motion. The motion was passed by unanimous vote.

Town of Dennis:

Bob Canevazzi issued a letter requesting approval from CCMHG to allow a certain group of Dennis employees to have a special open enrollment period. He explained that he had completed collective bargaining with certain unions and that the addition of PPO plans was an outcome of this process.

Bob Whritenour suggested incorporating a specific timeframe for the open enrollment.

Bob Canevazzi asked that a 30-day window be allowed beginning 10/19/05.

Carol Cormier asked what effective date the Town of Dennis was looking for. Bob Canevazzi responded with December 1, 2005.

Dave Withrow motioned to approve the special open enrollment for certain town of Dennis employees for an effective date of December 1, 2005 or January 1, 2006.

Motion

Noreen Mavro-Flanders seconded the motion. The motion was approved unanimously.

Prescription Benefits Services (PBS):

Carol Cormier explained the letters and the budget from PBS and The Abacus Group included in the packet. She explained that these companies were proposing to move to the generic alternative part of the alternative prescription drug purchasing program, My Medication Advisor (MMA). She said that they proposed that a financial incentive be given to members to switch from certain high cost brand name drugs to therapeutic alternative generic drugs purchased through the health plan pharmacy benefit. She said that Harvard Pilgrim was not able to do this so this would be only for BCBS members. She said that the generic copays would be waived for members purchasing these selected generic drugs either through retail or Mail Order.

Dave Withrow asked Bill Hickey why HPHC cannot accommodate this arrangement.

Bill Hickey responded that at this time HPHC does not have the technological capacity to monitor and control this service.

There was a question about whether the Steering Committee had the authority to approve this proposal.

Noreen Mavro-Flanders recommended that this be a Board decision.

It was agreed that Carol Cormier will ask for representatives from PBS and/or Abacus to attend the next Steering Committee meeting so that the Committee can make an informed recommendation to the Board.

Other Business:

Jeff Cannon asked Carol Cormier if billing from GBS could be done electronically yet.

Carol Cormier said she would check into this again.

The next Steering Committee meeting was scheduled for October 19, 2005 at 9:00 a.m.

There was no other business.

Chair Robert Whritenour adjourned the meeting at 12:15 p.m.

*Prepared by Lisa Trombly
Group Benefits Strategies*