

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

**STEERING COMMITTEE**

Thursday, October 18, 2012 2:30 PM  
Sandwich Municipal Office Building, Sandwich, MA

**MEETING MINUTES**

A meeting of the Steering Committee of the Cape Cod Municipal Health Group (“CCMHG”) was held on Thursday, October 18, 2012 at the Sandwich Municipal Office Bldg., 16 Jan Sebastian Drive, Sandwich, 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
Erin Orcutt	Cape Cod Regional THS
Heather Harper	Town of Falmouth
Sue Milne	Town of Yarmouth
Debra Blanchette	Town of Barnstable
Marie Buckner	Town of Sandwich
Maggie Downey	Barnstable County

**Guests Present:**

Richard Bienvenue	CCMHG Treasurer
Beverly Haley	Dennis Yarmouth RSD
Carol Cormier	Group Benefits Strategies (GBS)
Karen Carpenter	Group Benefits Strategies (GBS)

Skip Finnell, Chair, called the meeting to order at 2:40 p.m.

**Approval of the Minutes of the September 19, 2012 meeting:**

Noreen Mavro-Flanders motioned to approve the minutes of the September 19, 2012 meeting.

Motion
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Skip Finnell seconded the motion. Maggie Downey, Marie Buckner, Debra Blanchette and Sue Milne abstained. The motion passed by a majority vote.

**Wellness Committee Report:**

Review report for Martha’s Vineyard (MV) and next steps relative to implementing wellness programs on MV- Maggie Downey reviewed the Wellness Needs Study Final Report from Dawn Feinsmith and said that the Wellness Committee is asking the Steering Committee for direction on some of the recommendations mentioned in the report. She said that among the recommendations was to create Focus Groups to develop an anonymous health questionnaire direct mailing asking members what wellness programs they would like to see implemented. Ms. Downey said that another recommendation would be to extend the programs to non-CCMHG members.

Skip Finnell asked if there was a discussion about wellness contacts on Martha’s Vineyard to participate in meetings.

Noreen Mavro-Flanders said that Melanie Becker, Kathy Logue and she could meet and participate in the wellness meetings by phone. Ms. Mavro-Flanders said that she would ask Ms. Becker and Ms. Logue about that and will discuss who will be the primary Wellenss Committee member and contact person.

Skip Finnell said that the primary contact person's responsibilities would include receiving and disseminating the wellness information to the benefit administrators on MV.

Maggie Downey suggested that an RFP should be developed for fiscal year 2013 and said that it was her understanding that finding a person who lives on MV would be best. She said that a person who lives on MV would be able to address the wellness needs that are unique to MV.

Noreen Mavro-Flanders agreed and said that it would be beneficial if that person also knew how CCMHG operates, although that would not necessarily need to be a requirement. She said that a newspaper help wanted ad was placed when looking for the last coordinator and noted that they received interest at that time.

Marie Buckner said that the Wellness Committee recommended asking Deanna Desroches to coordinate the RFP process and that Ms. Desroches responded that she would. Ms. Buckner said that the RFP would detail the requirements in order to obtain the most qualified person. She noted that the programs have grown over the past years.

Ms. Mavro-Flanders said she was unclear as to what the overall wellness plan will be going forward.

Maggie Downey said that the Wellness Committee had wanted to send out an RFP several months ago to solicit consultants that would recommend programs that were different from what is currently being offered to CCMHG members.

Beverly Haley said that the Committee wanted to know what other companies were offering and wanted to ramp up the current CCMHG Wellness programs. She said that the Committee believes that a coordinator is needed on both MV and the Mainland.

Marie Buckner said that the goal is to have a program that is cohesive for both MV and the Mainland together as one overall program.

There was a discussion about the MV Wellness Coordinator position responsibilities and hours and the best process of soliciting applications. It was decided that advertisements rather than an RFP would be used to seek interested and qualified parties.

Maggie Downey made a motion to approve the Wellness Committee's recommendation that Deanna Desroche will write the job description to include completing 4 on-site screenings, walking program and lecture series from January 2013 to June 2013, creating the coordinators budget and writing the ad for the November 15<sup>th</sup> or earlier MV newspaper, coordinating the ad with Noreen Mavro-Flanders, and interviews to be conducted by Ms. Mavro-Flanders, Kathy Logue, Melanie Becker and Deanna Desroches.

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

CCMHG Wellness Consultant Contract for fiscal year 2013- Skip Finnell recommended Ms. Desroches's contract be expanded to include more detail about responsibilities. He said that if it is not practical to do at this time, then this should be addressed in the near future.

Maggie Downey suggested that the wellness consultants should come to the Steering Committee meetings to report on the programs and the budget information. She said that Ms. Desroches's current fees are \$39

per hour for hours worked, \$25 per hour travel pay and mileage at a the IRS rate of \$0.555 per mile. Ms. Downey said that the last increase to Ms. Desroches hourly rate was on July 1, 2008.

Marie Buckner suggested that Ms. Desroches contract also stipulate attendance at the CCMHG Board meetings to report on program and budget updates.

Maggie Downey made a motion to accept Deanna Desroches proposal to increase her hourly rate to \$45 for up to 1,025 hours per year, travel pay to remain the same, retroactive to July 1, 2012.

Motion
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Noreen Mavro Flanders said that the Steering Committee would like to see a report reviewing the side-by-side comparison of what was proposed, budgeted and spent for wellness each quarter.

Marie Buckner seconded Ms. Downey's motion. The motion passed by unanimous vote.

### **Treasurer's Report:**

Treasurer, Rich Bienvenue, CPA, said that he would present the report in full at the Board meeting, but said that the trust fund balance at the end of July was \$18.2M. Mr. Bienvenue said that he will be answering some of the auditor's questions to complete the financial audit for FY12. He said that Mr. Fraher would be attending the November Steering Committee meeting to present the draft audit.

Proposed Accounting Software – Xero - Rich Bienvenue distributed and reviewed screen shots of the Xero Accounting Software Program. He said that he created a free account to test the program with the CCMHG account information. Mr. Bienvenue said that the cost of the program is \$30 per month and asked the Steering Committee members to consider approving the purchase of the program to use for the CCMHG financial reporting. He also asked for a one-time set up fee of \$6K.

Mr. Bienvenue said that read-only access can be given to the Steering Committee members at no additional cost, and the program can provide up to date reports. He said that documents in pdf can be uploaded to the system to support the accounting entries.

Erin Orcutt said that the program may address the auditor's Management Report comments regarding the internal controls deficiency.

Erin Orcutt made a motion to approve the purchase of the Xero accounting software program for CCMHG and the one-time set-up fee to be paid to Richard Bienvenue, not to exceed \$6K.

Motion
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Noreen Mavro-Flanders seconded the motion. The motion passed by unanimous vote.

### **CCMHG Press Release:**

Carol Cormier distributed a draft of the edited press release worked on previously by the Steering Committee. She said the edits include the \$347K savings realized by the myMedicationAdvisor® program.

Maggie Downey left the meeting.

Debra Blanchette said that Longfellow Benefits would be making its presentation at the Barnstable Town Hall tonight recognizing CCMHG and the benefits that it offers its members. She said that the Committee may want to delay sending the press release.

The members of the Committee agreed with Ms. Blanchette.

### **Approval of the October 2012 Warrant:**

Carol Cormier reviewed the October 2012 Warrant Summary.

Erin Orcutt made a motion to approve the Warrant as presented.

Motion

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

**Proposed revision to the CCMHG Mission Statement:**

Noreen Mavro-Flanders said that the Committee reviewed the proposed changes to the CCMHG Mission Statement, and she made a motion to recommend to the Board that the Statement be approved.

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

Motion

**Other Business:**

Skip Finnell said that the remaining agenda items would be added to the Steering Committee meeting to be held on October 24<sup>th</sup> at 9:00 a.m., prior to the Board meeting. He asked Carol Cormier to send an email out to the Board regarding the Nominations of the Steering Committee and ask if anyone has any interest in being nominated.

There was no other business.

Debra Blanchette moved to adjourn.

Motion

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

Chair Skip Finnell adjourned the meeting at 4:35 PM.

*Prepared by Karen Carpenter  
Group Benefits Strategies*