

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

**STEERING COMMITTEE**

Wednesday, October 27, 2004, 8:30 a.m.  
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, October 27, 2004 at the Centerville, Osterville, Marstons Mills (COMM) Fire District in Centerville, MA. The following people attended the meeting.

**Committee Members Present:**

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| Robert Whritenour, Chairman | Town of Falmouth                         |
| Jeff Cannon                 | Town of Barnstable                       |
| Maggie Downey               | Barnstable County                        |
| Francis “Skip” Finnell      | Dennis-Yarmouth Regional School District |
| Judie Jardin                | Dukes County                             |
| Noreen Mavro-Flanders       | Dukes County                             |
| David Withrow               | Town of Orleans                          |

**Guests Present:**

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| Anne-Marie O’Brien | Prescription Benefits Services (PBS)    |
| Anne Hart-Davies   | Blue Cross & Blue Shield of MA (BCBSMA) |
| Bill Hickey        | Harvard Pilgrim Health Care (HPHC)      |
| Carol Cormier      | Group Benefits Strategies (GBS)         |
| Joelle Carlberg    | Group Benefits Strategies (GBS)         |

Chairman Bob Whritenour called the meeting to order at 8:45 a.m.

**Approval of the minutes of the September 23, 2004 meeting:**

Noreen Mavro-Flanders moved approval of the minutes of the September 23, 2004 meeting as written.

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

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| Motion |
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**Review of Wellness Committee’s proposal:**

Maggie Downey distributed a preliminary budget proposal for the Wellness programs. She said the Wellness Committee had originally agreed to meet following the Steering Committee meetings, but in this case, they wanted to meet prior to the Board meeting, so a special Wellness Committee meeting was held on Tuesday, October 19<sup>th</sup>. She said the Wellness Committee consists of herself, Beverly Haley and Judie Jardin. She said Ms. Jardin had asked that the Wellness Committee conference call her on the 19<sup>th</sup>, so that she would be able to participate in the meeting. Ms. Downey said she called Ms. Jardin when the meeting was called to order, but she was unavailable.

Ms. Downey said Deanna Desroches’ contract expires at the end of October. She presented a proposal from the Wellness Committee in regards to Ms. Desroches’ contract. She said the proposal is an increase in Ms. Desroches’ salary from \$30 to \$35 per hour with the reimbursement for mileage excluded. She said overall, she was satisfied with what the Wellness Committee was proposing. She said she asked Ms. Desroches if she would consider holding the rate constant for two years and Ms. Desroches agreed.

There was a discussion about how much money was paid in mileage in the past year and about the current budget for wellness.

Mr. Whritenour asked if the proposal reserved time for new wellness initiatives.

Ms. Downey said the potential for new wellness initiatives was included in the proposal. She said the Wellness Committee was happy with what Deanna Desroches is doing in regards to wellness. She pointed out that a lot of members now have a better understanding of the CCMHG and wellness, which is a good thing. She said the only real struggle is that it is hard to measure success.

Carol Cormier said that initially the only way to measure success is by looking at the participation levels.

Ms. Cormier mentioned that she had sent a letter to Dr. Thomas Sbarra to extend the Cape Healthy Lifestyles contract at the request of the Steering Committee. She said she just recently received a letter and invoice from Dr. Sbarra. She said in the letter, Dr. Sbarra expressed that he was concerned about the level of participation in the CHIP programs. She said he was worried that the word was not getting out. She said Dr. Sbarra said that he was surprised how many teachers and firefighters were not aware of the program, especially when the current program was being held at a fire department. She said Dr. Sbarra recommended having a meeting to discuss promoting the program.

There was a discussion about how to get employees to participate in the CHIP program.

Maggie Downey said she does not think employees are willing to participate in these types of programs on their own time.

Ms. Cormier said that there should be a meeting solely on the promotion of the CHIP program, as Dr. Sbarra suggests.

The consensus of the Steering Committee was to make a decision on the Wellness Coordinator Contract at the next Steering Committee following a review of the travel time from the past year.

Ms. Jardin mentioned that the Vineyard employers do not know Ms. Desroches. She suggested the possibility of having a separate Wellness Coordinator on the Vineyard.

There was a discussion on the meeting with Dr. Sbarra to promote the CHIP program.

Skip Finnell asked what Dr. Sbarra was doing to promote the program.

Ms. Jardin said Dr. Sbarra sent a letter to all of the physicians on the Island about the CHIP program.

The Steering Committee agreed that there would be a meeting with Dr. Sbarra and Ms. Sager on either November 15<sup>th</sup> or November 17<sup>th</sup>.

*Meeting was  
later scheduled  
for 11/15 at  
2pm in Orleans*

Ms. Cormier said she would get in touch with Deanna Desroches and have her schedule the meeting.

**Discussion of candidates for officers and Steering Committee:**

Noreen Mavro-Flanders said she would tell the Board members that the current Steering Committee members are willing to continue to serve on the Committee, but if anyone is interested, they should speak now.

**Prescription drug purchasing:**

Carol Cormier introduced Anne-Marie O'Brien, Assistant Vice-President of Prescription Benefits Services (PBS).

Anne-Marie O'Brien stated that PBS would monitor, promote and control all of the partners involved with the prescription drug purchasing. She said there are a lot of vendors involved in the program as proposed, and everything would be funneled through PBS. She said PBS currently has contracts with Canusa and The Abacus Group and is finalizing a contract with CanaRx.

In response to a question by Mr. Whritenour, Ms. O'Brien said PBS receives a portion of the fee proposed by the vendors. She said The Abacus Group does perform a detailed analysis, which requires a set-up fee that goes in its entirety to Abacus. She said there is a per member per month fee that is paid, and a small portion is paid to PBS and the majority goes to Abacus. She asked if there were any questions.

Ms. Cormier said that contracting with PBS allows the Group to avoid contracts with Canadian vendors.

Mr. Finnell asked if PBS would be represented at CCMHG meetings when requested.

Ms. O'Brien said she would be available to attend meetings when requested.

Mr. Finnell moved that the Steering Committee recommend the Canadian prescription drug concept to the Board, which would include approval of The Abacus Group analysis in the amount of \$20K.

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| Motion |
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David Withrow seconded the motion.

Mr. Withrow said he would just like to confirm that there is no question that there is significant savings with this type of program.

Carol Cormier said that some of the savings depends on how many of the CCMHG's prescriptions are on the list and what the co-payments are. She said each quarter The Abacus Group looks at where the health plans list each prescription.

The vote in favor of the motion was unanimous.

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| Vote on<br>Motion |
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**Other Business:**

There was no other business. Bob Whritenour adjourned the meeting at 9:37 a.m.

*The Steering Committee reconvened at 12:03 p.m. following the Board meeting.*

**Statement of Investment Policy:**

The Steering Committee reviewed the Statement of Investment Policy.

Noreen Mavro-Flanders asked what the differences were in this revised policy.

Jeff Cannon referred to Appendix A. He said it was more simplified.

Mr. Whritenour asked if it were now in line with their allocation.

Mr. Cannon said yes and he felt it was a pretty good range.

Ms. Mavro-Flanders raised the issue of socially responsible investment vehicles.

Jeff Cannon said the Committee should certainly determine what is socially responsible or acceptable.

There was a brief discussion.

Mr. Whritenour said the Investment Policy could be revised to include the retiree language on restrictions. He said that would be a good model.

Noreen Mavro-Flanders moved to approve the Investment Policy with the amendment to add the restriction to the list of permissible investments.

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| Motion |
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David Withrow seconded the motion. The vote in favor of the motion was unanimous.

There was no other business to discuss. Bob Whritenour adjourned the meeting at 12:13 p.m.

*Prepared by Joelle Carlberg  
Group Benefits Strategies*