

CAPE COD MUNICIPAL HEALTH GROUP

STEERING COMMITTEE

Wednesday, April 30, 2014 at 9:00 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, April 30, 2014 at COMM Fire District, Centerville, MA.

The following people attended the meeting:

Committee Members present:

Francis “Skip” Finnell, Chair	Dennis Yarmouth RSD
Noreen Mavro-Flanders, Board Chair	Dukes County
Gerry Panuczak	Town of Chatham
Debra Blanchette	Town of Barnstable
Marie Buckner	Town of Sandwich
Susan Wallen, SC Alternate	Nauset Regional High School

Guests Present:

Rich Bienvenue	CCMHG Treasurer
Suzanne Donahue	Blue Cross Blue Shield of MA (BCBSMA)
William Hickey	Harvard Pilgrim Health Care (HPHC)
Fred Winer	Tufts Health Plan
Nina Conroy	Delta Dental
Carol Cormier	Group Benefits Strategies
Karen Carpenter	Group Benefits Strategies

Chair Skip Finnell called the meeting to order at 9:08 AM.

Approval of the minutes of the Steering Committee meeting of March 18, 2014:

Gerry Panuczak moved approval of the minutes of March 18, 2014.

Motion

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

Treasurer's Report:

Treasurer Rich Bienvenue, CPA said that the claims costs have been increasing, but said CCMHG is still in a good financial position. Mr. Bienvenue reviewed the cash flow projection report and said that the 3rd quarter settle-up to BCBS was high at \$920K, but noted that the HPHC settle-up was a credit amount of \$900K. Mr. Bienvenue said that he has been working with Cape Cod Five on the on-line banking product and ACH payments. He said that most of the employers are still paying their premiums by check. Mr. Bienvenue said that he is also looking at remote deposit capability of the reinsurance checks sent by GBS. Mr. Bienvenue reviewed the Aged Receivables through March 31, 2014 and said that some of the discrepancies go back to the early days of CCMHG. He said that about \$57K of the \$90K balance is collectable. He noted that two towns never pay as billed. Mr. Bienvenue said that he will work on collections over the next month.

Gerry Panuczak said that he and Heather Harper met with Mr. Bienvenue and had a tour of his office and reviewed the Treasurer's processes and procedures as well as the ACH and remote deposit capabilities. Mr. Panuczak said that one of the recommendations they propose is that all computer and banking codes and passwords reside with the CCMHG Chairs. He said this would allow access to transfer the accounts if necessary.

Rich Bienvenue said that he will update the Treasurer's checklist now that some of the procedures have changed with the addition of the new software. He said he will add the passwords and codes to the list too.

Mr. Panuczak said that the subject of the audit comment about the segregation of duties was also discussed.

Skip Finnell asked if the Treasurer's contract needed to be updated.

Rich Bienvenue said that he contacted the Ethics Commission and found that there isn't a conflict of interest when a Treasurer for a town is also the Treasurer of the health group, CCMHG in this case. He said that they did suggest that the group pay the Treasurer through the town and he said that the Town of Harwich is willing to do that.

Skip said that the sub-committee will review the payment suggestion and will make a recommendation to the Steering Committee.

Gerry Panuczak made a motion to approve the Treasurer's report.

Motion

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

Vote on adding Single Parent/Single Child rating tier to HPHC:

Carol Cormier said that the Committee already agreed to add a Single Parent/Single Child rating tier to the HPHC HMO plan. She said currently a single parent and the single child are enrolled as two Individuals which creates problems. She said that she recently found that the basis of the administration fees will have to be changed to a per employee per month (PEPM) fee rather than

a per Individual and per Family contract per month. She said that the new proposed per contract fee of \$65.26 per month is revenue neutral to HPHC compared to the current fee payments. She noted that BCBS charges its administrative fees on a per contract basis.

Noreen Mavro-Flanders made a motion to recommend to the Board to ratify its vote to approve the HPHC rating tier for Single Parent/Single Child.

Motion

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

Discussion about possible Retiree Drug Subsidy (RDS) distribution:

There was continued discussion about distributing another year of the RDS to the individual units of CCMHG.

Rich Bienvenue suggested administering it the same as in the past, a distribution in FY14, unless an employer requests a distribution in FY15.

Carol Cormier said that the FY10 RDS total distribution would be \$1,381,312.

Gerry Panuczak made a motion to recommend to the Board a distribution of the FY10 RDS as discussed.

Motion

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

Ms. Mavro-Flanders asked Carol Cormier to make a note on the Funding Rate Analysis to indicate which RDS years were distributed.

Vote to approve non-subsidized rates for new members:

Carol Cormier said that she recommends that the Board vote to accept the unsubsidized health and dental plan rates each year. She said that these rates would be used as the starting point when CCMHG is contemplating accepting a new member employer.

Noreen Mavro-Flanders made a motion to recommend the unsubsidized FY15 Scenario G, as presented to the Board for acceptance.

Motion

Gerry Panuczak seconded the motion. The motion passed by unanimous vote.

Other Business:

The following meetings were scheduled:

June 11, 2014 - Steering Committee at 9:00 a.m. at the Sandwich Town Hall;

July 23, 2014 – Steering Committee at 9:00 a.m. and Board at 10:00 a.m. at COMM Fire District, Centerville, MA;

September 17, 2014 – Steering Committee on Martha’s Vineyard, location and time to be determined.

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Marie Buckner said that the CCMHG Wellness Incentive screening program was subsidized by BCBS last year. She said that HPHC will be subsidizing the cost of their members this year. She thanked both Suzanne Donahue and Bill Hickey.

Noreen Mavro-Flanders introduced Krystle Rose to the Steering Committee members and thanked Deanna Desroches for working with Ms. Rose on the wellness newsletter.

There was no other business.

Gerry Panuczak moved to adjourn the meeting.

Motion

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

Chair Skip Finnell adjourned the meeting at 9:55 AM.

*Prepared by Karen Carpenter
Group Benefits Strategies*