

CAPE COD MUNICIPAL HEALTH GROUP

STEERING COMMITTEE

Wednesday, July 23, 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, July 23, 2014 at COMM Fire District, Centerville, MA.

The following people attended the meeting:

Committee Members present:

Noreen Mavro-Flanders, Board Chair	Dukes County
Skip Finnell, Steering Committee Chair	Dennis-Yarmouth RSD
Marie Buckner	Town of Sandwich
Erin Orcutt	Cape Cod Regional THS
Heather Harper	Town of Falmouth
Debra Blanchette	Town of Barnstable
Maggie Downey	Barnstable County
Susan Wallen, SC Alternate	Nauset Regional High School

Guests Present:

Rich Bienvenue, CPA	CCMHG Treasurer
Deanna Desroches	CCMHG Mainland Wellness Coordinator
Krystle Rose	CCMHG MV Wellness Coordinator
Renie Dumont	Nauset RSD
Beverly Haley	Dennis-Yarmouth RSD
Laura Scroggins	Town of Barnstable
Kristin Larson	Town of Falmouth
Melanie Becker	Town of Chilmark
Deborah Heemsoth	Town of Dennis
Marge McGloin	Town of Provincetown
Sarah Gorczyca	Mashpee Water District
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

Skip Finnell, Steering Committee Chair, called the meeting to order at 9:07 AM.

Approval of the minutes of the Steering Committee meeting of June 11, 2014:

Marie Buckner moved approval of the minutes of June 11, 2014.

Motion

Deb Blanchette seconded the motion. The motion passed by unanimous vote.

Treasurer's Report:

Treasurer Rich Bienvenue reviewed the Financial Statements through May 2014 and said that the FY14 audit will begin after he enters the accruals into the system. He said that the total Operating Income YTD was \$1.1M at the end of May. Mr. Bienvenue said that the Net Loss for the month is \$2.58M. He said that when CCMHG set its rates for FY14, it planned on using \$9.9M from the fund balance to pay for FY14 expenses.

Mr. Bienvenue said that the Total Equity was up \$3.5M for the year at \$25.4M. He noted that \$2M of the total equity was from other income including the Retiree Drug Subsidy reimbursements. Mr. Bienvenue said that he expects the financial position for June to be similar to May.

Debra Blanchette said that the Investment Committee met with Jason Lily, Rockland Trust and discussed the possibility of setting up another investment portfolio from which it would be easier to access funds. She said that the Committee is considering the option and will present a proposal to the Steering Committee after a full review. She said that the initial investment of \$8M has doubled over the past 10 years.

Engagement Letter for FY14 financial audit from Bill Fraher, C.P.A.:

The Steering Committee agreed that they were happy with Mr. Fraher's audit preparations and Noreen Mavro-Flanders signed the engagement letter for the FY14 audit.

Wellness reports:

Mainland Wellness Programs- Maggie Downey said that the Wellness Committee is proposing a 10% increase to the budget for FY15 but noted that the yearly costs consistently come in under budget. She said the Health Improvement Program (HIP) will not be part of the FY15 programs. She said that Dr. Flaherty's schedule is full. Ms. Downey said that the Brown Bag Lunch lecture program was canceled due to lack of participation. She said that the 5K Walk-it-Off and Couch to 5K programs account for the increase of the total budget.

Deanna Desroches said that participation in the walking programs has increased, and there will be a follow-up with past participants. She said the programs will run twice a week and for a longer period of time. She said two additional programs were created for retirees, one in the Town of Dennis and the other in the Town of Sandwich.

Debra Blanchette said that the anti-smoking program budget seems high.

Maggie Downey said that the Wellness Committee expects higher participation in that program. Ms. Downey said that the Incentive Program may see a decrease in participation because spouses were added last year and colonoscopy screenings are usually performed once every 10 years.

Noreen Mavro-Flanders noted that the deletion of two programs and addition of two programs increased the FY15 budget over the FY14 budget by \$42K.

Noreen Mavro-Flanders made a motion to make a recommendation to the Board to approve the Mainland FY15 Wellness Budget as presented.

Motion

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

Ms. Buckner recognized the Wellness Committee members for their work.

Martha's Vineyard (MV) Wellness Programs – Krystle Rose reviewed the proposed FY15 Wellness Budget for MV and said the increase over the FY14 budget is \$4,000. She said the increase is due to the Fitness Challenge and cost of personal trainers and nutritionists. Ms. Rose said that the Biometric Screenings will be held at the MV High School and Oak Bluffs Schools this year. She said the walking program and Tick-Borne Disease lecture costs remain the same.

Maggie Downey said that Ms. Rose could contact either herself or Deanna Desroches for the name of a lecturer for the Tick-Borne Disease program.

Skip Finnell asked about the Wellness Coordinator assistant costs.

Ms. Rose said that one of the school nurses works about 45 hours per year, helping out in case she gets called out on an emergency. She said the nurse also helps review flyers and attends meetings. Ms. Rose said the cost is \$45 an hour which is the same as it would cost to hire a nurse.

Ms. Rose said that she is looking forward to enhancing and improving the current programs.

Maggie made a motion to make a recommendation to the Board to approve the MV FY15 Wellness Budget as presented.

Motion

Susan Wallen seconded the motion. The motion passed by a unanimous vote.

Proposed Level Monthly Deposits (LMD) for FY15:

Carol Cormier reviewed the claims history for both BCBS and HPHC and said that both of the health plan LMD proposals look reasonable. She said the HPHC LMD proposed is \$2,777,000 and said the BCBS LMD proposed is \$7,713,000.

Marie Buckner made a motion to approve the BCBS and HPHC LMD proposals as presented.

Motion

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

HIPAA Business Associate Agreement with GBS:

Carol Cormier said that it was requested at a previous meeting to show the differences between the past HIPAA BAA and the new agreement. She said that the document is a whole new agreement to include the new HIPAA requirements that pertain to electronic data and information. She said that the document was taken from the federal government's website.

There was a discussion.

Heather Harper made a motion to approve executing the standard government HIPAA agreement with GBS.

Erin Orcutt seconded the motion. The motion passed by a unanimous vote.

Motion

Town of Bourne - interest in CCMHG membership update:

Carol Cormier said that Sue Shillue, the Town's consultant, spoke with Thomas Guerino, Bourne Town Manager and told him that CCMHG would like confirmation that the Town is serious about its interest in applying for membership with CCMHG. Ms. Cormier said that Ms. Shillue said that the town has also been looking at joining the GIC and other options.

Other Business:

PCORI fee update – Carol Cormier said that one of the other JPGs sent in its first year's PCORI fee and received an invoice stating that the fee was due last year and added penalties and interest to the fee. Ms. Cormier said that the regulations clearly state that the first fee for plan years ending after Sept. 30, 2012 and before Oc. 1, 2013 is to be paid by July 31 of the calendar year following the end of the plan year. She said for plan year ending June 30, 2013, this would mean the fee would be due as a second quarter filing by July 31, 2014. She said that Rich Bienvenue suggested contacting the Taxpayer Advocate's office but said that it could take a long time to get resolved.

The next CCMHG meetings scheduled to be held:

- September 17, 2014 – Steering Committee on Martha's Vineyard, location and time to be determined.
- CCMHG Board meeting on October 1, 2014 at 10:00 a.m. with a Steering Committee meeting at 9:00 a.m., location to be determined.

It was subsequently determined that the Sept. 17 meeting would be at the M.V. Transit Authority office in Edgartown at 10 AM.

It was subsequently determined that the Oct. 1 meetings would be held at Barnstable Town Hall.

There was no other business.

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Erin Orcutt moved to adjourn the meeting.

Motion

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

Skip Finnell adjourned the meeting at 10:00 AM.

*Prepared by Karen Carpenter
Group Benefits Strategies*