

**CONTRA COSTA COUNTY SCHOOLS INSURANCE GROUP
HEALTH BENEFITS SUBCOMMITTEE MEETING MINUTES
Tuesday December 14, 2004
2:30 – 4:00 PM**

**Contra Costa County Schools Insurance Group, Conference Room
550 Ellinwood Way, Pleasant Hill, CA**

Present were:

Health Benefits Committee:

Margaret Kruse
Bev Nicolaisen
Lenee Cadotte
Kathy Bell
Mark Bonnett
Debra Fogarty
Roberta Silverstein

Brentwood USD
Byron USD
Lafayette SD
Moraga USD
Oakley UESD
Walnut Creek SD
Executive Committee,
San Ramon Valley USD

CCCSIG Staff:

Guy M. Schuelke, Executive Director
Bridget Moore, Deputy Director
Heidi Flanagan, Executive Assistant

Keenan & Associates

Kelly Altman
Lorena Garcia
Rita Stewart

Blue Cross of California:

Mark Lutzeier
Liane Genoni

WellPoint:

Diane Berry

1. CALL TO ORDER

The meeting was called to order at 2:30 p.m.

2. PUBLIC COMMENT

2.1. Items on the Agenda

No public comment items.

2.2. Items of Interest to the Public

No items of interest to the public.

3. ADMINISTRATIVE ITEMS

3.0 Election of Chair and Vice-Chair

A motion was made by Kathy Bell to elect Margaret Kruse as Chair and Mark Bonnett as Vice-Chair for the term of one year and three months, commencing October 1, 2004 and ending December 31, 2005. Second by Lenee Cadotte. Motion was approved unanimously.

3.1 Establishment of Committee Parameters

Bridget Moore gave a brief overview of the history of the development of the CCCSIG Health Benefits Program *Mission, Vision and Goals Statement*. Lenee Cadotte made a motion to accept the *Mission, Vision and Goals Statement* as written. Second by Mark Bonnett. Motion was approved unanimously.

3.2 Role of the Health Benefits Committee Member

The Committee discussed the role items as listed in the Agenda Item Analysis. Note was made that review of the role components should be continually reviewed and adjusted, as deemed necessary, for the successful functioning of the Committee. Kathy Bell made a motion to adopt the responsibilities of the position of Health Benefits Committee Member. Second by Lenee Cadotte. Motion was approved unanimously.

3.3 Health Benefits Program Meeting Schedule

Bridget Moore reviewed the Analysis of the agenda item. The following were noted:

- There being no alternate for Roberta Silverstein, Executive Committee Representative to the Health Benefits Committee and voting member, creating a potential for absence of quorum at future Committee meetings, it was requested that this issue be presented to the Executive Committee with a request for the Executive Committee to appoint an alternate to the Health Benefits Committee.
- Due to distance and time constraints, St Helena does not expect to be able to attend Committee meetings. Under specific conditions designated in the Brown Act, St Helena will be able to participate in the Committee meetings via teleconference.
- In that there are only seven member districts in the CCCSIG Health Benefits Program, the Committee should not request the Executive Committee amend the Bylaws to give leniency to rules of quorum.
- CCCSIG facility to remain the official meeting site for Health Benefits Committee Meetings.
- January 18, February 15, April 19 and May 16 (third Tuesday of the month) designated as the future meeting schedule. March was eliminated due to Spring Break. June through December 2005 to be set at subsequent meetings.
- The Committee agreed to abide by the procedure for Committee members/alternates to give notice no later than 11:00 a.m., date of meeting if they are unable to attend (the meeting).

A motion was made by Lenee Cadotte to implement the Agenda Item issues as stated above. Second by Kathy Bell. Motion was approved unanimously.

4. PROGRAM ITEMS

4.0 Overview of the CCCSIG Blue Cross Demographics

Kelly Altman, Keenan & Associates reviewed the statistical breakdown by HMO and PPO/Male-Female/age categories. Female members were greater in both the HMO and PPO plans. Within the HMO, 0-24 years far exceeded any other age category; In the PPO, most of the categories were evenly represented, the largest number being the 55-59 range. No significant changes were noted in the first quarter; the end of the Plan's second quarter figures will provide the opportunity to make comparisons. A Program membership chart was provided.

4.1 Overview of Blue Cross Health and Wellness Services

Diane Berry, Program Development Manager for Health Improvement Resources for WellPoint (parent company of Blue Cross) gave a PPT presentation with a sampling of the various types of health and wellness programs offered by Blue Cross. Among the items touched upon:

- Blue Cross provides an on-line, fully confidential, 40-question survey for

members to complete – HRA (Health Risk Assessment), which enables Blue Cross to individualize group activities/programs

- Services for membership can be customized to best “fit” a group
- On-line health and wellness information and offerings
- Activities and Programs available such as various health risk assessments, health screenings and profiles, vaccinations, therapeutic chair massage, seminars, and TLC (The Last Cigarette) providing free counseling services.

In addition, Diane provided the Blue Cross 2004 Worksite Health Services List with cost (if any) for all programs/activities.

4.2 CCCSIG Health Benefits Program Health and Wellness Focus

Bridget Moore presented an overview of proposed elements to develop the 2005 CCCSIG Health Benefits Program Health and Wellness Platform. This issue will be the focus of the January 18th Committee Meeting. Committee members were asked to review these elements in preparation for Platform creation and implementation. Key issues/challenges:

- Provide/use a survey to determine areas of interest and needs; create a personalized Platform for each Member District, based on these results
- Utilize CCCSIG newsletter to communicate and promote Program activities
- Coordinate health and wellness services available through CCCSIG, Blue Cross and Kaiser for all Program District employees
- Challenge – how to get all members, not just subscribers involved (after hours, weekends).

4.3 CCCSIG Health Benefits Program Growth Plan for January 2006

The Committee reviewed the proposed marketing plan prepared by Bridget Moore and Kelly Altman for membership expansion in the CCCSIG Health Benefits Program. CCCSIG has sent surveys to non-Health Benefits Program member Districts to establish a contact and set dates for meetings with District benefits committees/groups. Lenee Cadotte made a motion to accept the marketing plan as proposed. Seconded by Mark Bonnett. Motion was approved unanimously.

5. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:50 p.m.