Employee Benefits Trust Meeting  
1010 E. 10th St.  
Tucson, Arizona 85719  
Maroon Conference Room  
May 14th, 2018  
5:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT
Mark Mansfield - Chair  
Dr. Mark Stegeman - Member  
Mark Clark - Member  
Dr. Marlene Rodriguez - Member

COMMITTEE MEMBERS ABSENT
Eric Rustand - Member  
Wilette Diggs - Member

OTHERS PRESENT
Renée Heusser - Director, Human Resources. TUSD  
Keri Wiley - HR Assistant, TUSD  
Cristina Cruz - Senior Accounting Manager, Finance, TUSD  
Jose Rodriguez - TUSD Legal Counsel  
Rob Ross – TUSD General Counsel

Jamison Davis - Hays Companies  
Christy Todd - Valley Schools  
Traci Van Kley - United Healthcare  
Roberto Garcia - United Healthcare

MEETING CALLED TO ORDER
Mr. Mansfield called the meeting to order at 5:40 p.m.

QUORUM
A quorum was present.

INFORMATION / ACTION ITEM

CALL TO THE AUDIENCE
No one requested to speak.

MEETING MINUTES
Mr. Mansfield asked the Board members to review the minutes. The minutes were approved.

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<tr>
<th>INFORMATION / ACTION ITEM</th>
<th>MOTION</th>
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<tr>
<td>CALL TO THE AUDIENCE</td>
<td>No one requested to speak.</td>
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<tr>
<td>MEETING MINUTES</td>
<td>Mr. Clark made a motion to approve the April, 9th minutes.</td>
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OLD BUSINESS

Board Member Vacancy/Use of Alternates - (ACTION)

One application has been received. Dr. Stegeman would like to continue the search, he would prefer an accountant. Mr. Mansfield asked that this be an (Action) item at the next board meeting. The Board discussed appointing alternates in the event a quorum is not present. This is addressed in the Declaration of the Employee Benefits Trust, Article V, Section 5-14 Alternate. The decision was to leave the process as is.

PLAN YEAR

The EBT document states that the accounting year should run on a fiscal year basis. Ms. Cruz asked if her reporting the plan on a plan year basis puts us out of compliance. Mr. Ross will look into this.

AUDIT

The trust document states that the trust should be audited each year. Does the Annual TUSD audit cover the trust? Mr. Ross is going to research the issue. Mr. Mansfield would like to get an estimate from the TUSD auditor that the trust will pay for, to have a separate trust audit if the decision is made to go that way. Dr. Stegeman thinks the audit committee may have already requested a trust board audit. Ms. Weatherless will be tasked with finding out from the new auditors scope will it include the trust board.

NEW BUSINESS

January, February & March Financials-

Ms. Cruz presented the January, February & March Financials. Mr. Mansfield asked Ms. Cruz to explain some anomalies that were not clear to him. Ms. Cruz will prepare the cash flow and is going to modifying the profit & loss statement to show the net of the premiums against the subsidy.

Claims Audit Discussion- (ACTION)

Should the EBT board consider a claims audit? Buck did a periodic claims audit and monitored the Rx rebates. Valley schools will provide information and an estimate on providing a claims audit. Jamison Davis recommends that large clients have an audit at least every three years for self-insured.

Dr. Stegeman seconded the motion. Motion passed 4-0.
**NEXT EBT MEETING DATE**

The next EBT meeting date will be August 20th, 2018.

Mr. Mansfield asked for a motion to adjourn the meeting.

Meeting was adjourned at 6:24 p.m.

Mr. Clark made a motion to adjourn the meeting. Dr. Rodriguez seconded the motion. Motion passed 4-0.

Approved this __________________day of ________________________________.

TUSD EMPLOYEE BENEFITS TRUST BOARD

By ________________________________

Mark Mansfield, Chairperson