

**SOUTHERN NEW JERSEY REGIONAL EMPLOYEE BENEFITS FUND
OPEN MINUTES
NOVEMBER 27, 2017
BROOKLAWN SENIOR COMMUNITY CENTER
6:00 PM**

Meeting of Executive Committee called to order by Chair Mevoli. Open Public Meetings notice read into record.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

WELCOME – Mayor Branella welcomed everyone to Brooklawn

ROLL CALL OF 2017 EXECUTIVE COMMITTEE:

Michael Mevoli, Chairman	Borough of Brooklawn	Present
M. Joseph Wolk, Secretary	Borough of Mt. Ephraim	Present
Richard Michielli	Borough of Magnolia	Present
Louis Di Angelo	Borough of Bellmawr	Present
Terry Shannon	Borough of Barrington	Present
Jack Lipsett	Gloucester City	Present
Neal Rochford	Haddonfield	Present
Edward Hill	CCBOSS	Present

APPOINTED PROFESSIONALS PRESENT:

Executive Director/Administrator	PERMA Risk Management Services Emily Koval Paul Laracy Karen Kamprath
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Program Manager	Conner Strong & Buckelew Brandon Lodics Maggie Friel
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Attorney	Ken Harris
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Treasurer	Mike Zambito
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Aetna	Kim Ward
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AmeriHealth	Mike Murphy
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Express Scripts	Ken Rostkowski
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Also Present:

Kim Porter, CHB Group
Tom Kirner, Glenn Insurance

APPROVAL OF MINUTES: October 23, 2017 Open

MOTION TO APPROVE OPEN MINUTES OF OCTOBER 23, 2017:

Moved:	Commissioner Michielli
Second:	Commissioner DiAngelo
Vote:	Unanimous

CORRESPONDENCE -

Fast Track Financial Reports - as of September 30, 2017

Executive Director said the Financial Fast Track shows a reduction in surplus of \$3 million due to the dividend declaration. He said operationally the Fund made \$624,000 in September.

EXECUTIVE DIRECTOR'S REPORT

CLAIMS ANALYSIS SYSTEM

Executive Director said the budget contains \$15,000 for a claims analysis system which was put in place after the claims surge in 2012. He said there was a system in place in 2015 and 2016 but the contract was terminated for non-performance. Conner Strong and Buckelew has selected a new vendor that can provide this service for the HIF for \$12,177 per year. He said if the Fund wishes to proceed, an amendment to the Conner Strong and Buckelew contract in this amount is requested. In response to Commissioner Shannon, Executive Director said quarterly reports will be provided to make sure this is adding value to the Fund. In response to Chair Mevoli, Executive Director said it was agreed that payment would not be made until reconciled reports are received in a specific time frame.

MOTION TO AUTHOIRIZE THE AMENDMENT TO THE CONNER STRONG CONTRACT TO INCLUDE \$12,177 FOR THE CLAIMS ANALYSIS SYSTEM WITH THE PROVISIONS DISCUSSED.

Moved:	Chair Mevoli
Second:	Commissioner DiAngelo
Vote:	8 Ayes, 0 Nays

BUDGET CERTIFICATION

Executive Director said the budget has been certified by the Fund Actuary and has been filed with the State.

STATE WEBSITE NOTICE

Ms. Koval said the State reviewed the Fund websites for required documentation and the SNJHIF was noted for not having a CAFR Audit report and a listing of the contracted vendors. Both items were included on the website and we have responded accordingly.

NEW MEMBERSHIP - LAWNSIDE BOROUGH

Ms. Koval Lawnside Borough is looking to join the fund as of February 1, 2018. She said they were previously a member and are currently a member of the SHBP. She said the underwriting has been completed and certified by the Actuary.

MOTION TO APPROVE RESOLUTION 26-17 OFFERING MEMBERSHIP TO LAWNSIDE BOROUGH.

Moved:	Commissioner Wolk
Second:	Commissioner Lipsett
Vote:	7 Ayes, 0 Nays, 1 Abstain (Commissioner Hill)

PROGRAM MANAGER'S REPORT

ONLINE ENROLLMENT SYSTEM TRAINING

The Executive Committee voted and approved mandatory use of the online enrollment system by each member group. If you need training or would like a refresher course on the online enrollment system, please reach out to Karen Kidd at kkidd@permainc.com of PERMA.

CONTACT INFORMATION

Please direct any eligibility, enrollment, billing or system related questions to our dedicated SNJREBF Team. The team can be reached by email at southernnj_enrollments@permainc.com or by fax at 856-685-2249.

MONTHLY BILLING

As a reminder, please be sure to check your monthly invoice for accuracy. If you find a discrepancy, please report it to the SNJREBF enrollment team.

The Fund's policy is to limit retro corrections, *including terminations*, to 60 days.

ID CARDS

As a reminder, PERMA no longer has direct carrier system access to order ID cards for members. We wanted you to be aware of the following carrier contact numbers members can call to request additional ID cards if needed.

- Aetna ID cards: 800-370-4526
- Express Scripts ID cards: 800-305-1834
- Delta Dental: 800-452-9310
- AmeriHealth Admin (non referrals): 800-480-5031

OPEN ENROLLMENT

Program Manager said The SNJREBF 2018 Open Enrollment for coverage changes effective on January 1, 2018 has concluded on 11/17/17. All changes needed to be entered in the enrollment system by 11/24/17 to assure that members making plan changes receive their new ID cards on by 1/1/18. PERMA had sent open enrollment guides electronically to each group for distribution to

their active employees. We had also sent an open enrollment announcement letter directly to retirees and COBRA participants. As a reminder:

EMPLOYEE GROUP WAIVER PLAN

Program Manager said the EGWP prescription drug plan is on target for 1/1/18. The initial notification letters were mailed from PERMA on November 3, 2017 to affected retirees. He thanked Commissioner Shannon and Commissioner DiAngelo for their input. He said as a reminder members will be receiving a welcome kit in December from AETNA along with their ID cards. We believe the communication was well received as members who we had the opportunity to speak to did not have concerns.

SAVEON

Program manager said the initial letter was mailed to approximately 38 SNJREBF members who were identified as eligible for the SaveOn program. SaveOn will send a second letter to those members who do not respond to the initial communication followed by 3 phone call attempts to reach non-responsive members.

EXPRESS SCRIPTS FORMULARY UPDATE

Program manager said Express Scripts updates their formulary annually. He said any impacted members will be receiving a letter from Express Scripts.

AMERIHEALTH ADMINISTRATORS MIGRATION

Program Manager said AmeriHealth is in the final stages of their system migrations for 01/01/2018.

What to Expect

- New ID cards
 - New group number will not be listed on the ID card
 - ID numbers are not changing
 - New URL on back of the ID cards
 - Members will need to newly register on the new site
 - The old ID cards will be linked to the new ID cards so if a member uses the old card, it will still work.

Communications - members will receive a letter with their new ID card that explains the change(s) and how will affect them.

In response to Commissioner DiAngelo, Program Manager said they can specify in the letter to throw away their old ID Card after January 1.

APPEAL REVIEW

No appeals have been presented

TREASURER'S REPORT - Fund Treasurer reviewed the November Bills List and Treasurer's report.

Resolution 27-17: Payment of November 2017 Bills List

FY 2017	\$1,395,699.68
TOTAL	\$1,395,699.68

MOTION TO APPROVE RESOLUTION 27-17, APPROVAL OF NOVEMBER 2017 BILLS LIST IN THE AMOUNT OF \$1,395,699.68.

Motion: Commissioner Lipsett
Second: Commissioner DiAngelo
Vote: 8 Ayes, 0 Nays

MOTION TO APPROVE THE REMAINDER OF THE TREASURER'S REPORT

Motion: Commissioner Wolk
Second: Commissioner Michielli
Vote: Unanimous

FUND ATTORNEY: None

AETNA: Ms. Ward reviewed the September claims. She said the high claims report was updated to include the diagnosis, but still needs some edits going forward.

Ms. Ward said she has been reassigned and she said she will be attending the January meeting to introduce her replacement.

In response to Commissioner DiAngelo, Ms. Ward said when pulling the diagnosis for the report, it will pull the most recent diagnosis.

AMERIHEALTH: Mr. Murphy reviewed the October claims. He said there were no high claims for the month.

EXPRESS SCRIPTS: Mr. Rostkowski said the overall trend for the year is down 3%.

DENTAL ADMINISTRATOR: None

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: Chair Mevoli said the November meeting will be moving to another town next year.

MOTION TO ADJOURN:

Moved:	Commissioner Michielli
Second:	Commissioner Wolk
Vote:	Unanimous

MEETING ADJOURNED:

NEXT MEETING: January 22, 2018
Berlin Borough

Karen Kamprath , Assisting Secretary
for

JOSEPH WOLK, SECRETARY