

**Benefits Focus Group Minutes
(8/21/02)**

Committee members, alternates and staff advisors present:

John Agen
Janice Cox
John Glanden
Gil Fernandez
Pat Horan
Casey Humpert
Stacey Monroe
Andy St. John
KayKae Thomas
Joyce Dolan
William Tatum
Jim Godshall
Veda Mahadi
Robert Blinch-Edwards
Linda McKinney
Pam Christian
Mark Stinson
April Bryan

John Agen called the meeting to order at 1:15 p.m., August 21, 2002. Roll was called.

Documents mailed out to members with minutes of August 7 meeting were discussed. They included:

- Handouts currently used for Varsity Health
- 2003 Enrollment Form for Retirees
- PPO, EPO, EPO2 Plan Explanations

Linda McKinney said that KayKae Thomas is currently holding informational meetings regarding the various plans for employees. She passed out a draft copy of a slide presentation that may be used for future meetings before signup.

Ms. McKinney mentioned the meeting that is scheduled for September 10 with Paul Green from the Social Security Administration. It will be held in the Commission Chambers and will provide employees, retirees and their dependents with information about social security and Medicare benefits.

John Agen asked for information about the Health Fair on September 21. He asked if it would be possible for someone from the Social Security Administration to participate in that. Robert Blinch-Edwards said he would make the contact to see if they would be willing to participate.

Mr. Blinch Edwards said there would be representatives from EMI and Caremark at the Health Fair to provide information and answer questions. The purpose of the health fair is to provide health information. There will be several simple screenings available free to those that attend. He asked the City to encourage employees and retirees to attend. John Glenden asked if Health Fair information could be mailed out with the pension checks.

The Summary Plan Documents (SPDs) are still being reviewed and are not yet printed. They will be provided to all participants as soon as they are received – probably in two or three weeks. Mr. Blinch-Edwards said that the HIPPA regulations were only finalized on August 14. The Notice of Privacy Policy (NPP) language needs to be added to the SPD. He said that information could be sent out as an addendum as long as gets to all employees and retirees by April 14, 2003. It is, however, a good idea to make it a part of the SPD. Ms. Thomas pointed out that the current SPD, that everyone has, is still in effect. The only difference will be the changes for next year. The new SPDs are for the plan year that starts January 1, 2003.

Ms. McKinney asked if the SPDs could be distributed now without the NPP, and then send the NPP as an addendum in another mailing when it is finished. She said that is what she would prefer.

Mr. Agen asked if everyone had a chance to review the minutes from the August 7 meeting. Minutes were approved with a correction to the meeting date on the first page.

Ms. McKinney said that after Ms. Thomas is through with the schedule of informal meetings, she would do another series of meetings using the slide presentation. The Group discussed corrections and changes to the draft slide presentation on the handout.

Ms. Thomas said that the list of providers changes often and even if a doctor is on the printed list, it is the responsibility of the insured to make sure that doctor is still a part of the network before he provides any service. Employees and retirees can get this information on line or by calling Healthcare Sarasota or Ms. Thomas.

Mr. Blinch-Edwards asked that items to be completed before next meeting be listed in a bullet format at the end of the minutes.

Mr. Blinch-Edwards wanted to know the status of the wellness program. Mr. Agen said that he would like to see that on the next agenda. He asked the Group to review the draft before the next meeting. Ms. McKinney pointed out that this would be for the 2003/04 fiscal year. Mr. Blinch-Edwards passed out copies of the draft Wellness Incentive Program and a schedule of the remaining wellness classes through the end of this year. He asked the Group to consider what type of information brochure they would like to distribute next.

A meeting schedule was discussed. It was decided to meet once a month on the first Wednesday at 1:00 p.m. Next meeting will be September 4, 2002, in the Commission Chambers.

Meeting adjourned at 2:25 p.m.

Items for next meeting:

- Robert Blinch-Edwards to contact Paul Green from Social Security Administration regarding participation in Health Fair
- Be prepared for discussion on Draft Wellness Incentive Program
- Information on Health Fair to be mailed out with pension checks to retirees

Minutes Approved:

John Agen, Chairperson