

MINUTES
Regular Meeting
City of San Luis Employee Benefit Trust
Council Chambers – City Hall
1090 E Union Street
San Luis, AZ 85349
Wednesday, February 13, 2019
5:30 P.M.

NOTE: Some members of the Board of Trustees of the City of San Luis Employee Benefit Trust may attend the meeting telephonically. If authorized by majority vote of the Board of Trustees, an executive session will be held immediately following the vote in accordance with A.R.S. §38-431.03(A) and the meeting will be temporarily recessed while the Board retires to executive session which will not be open to the public.

- 1. CALL TO ORDER/ROLL CALL – Chairman Gerardo Sanchez called the meeting to order at approximately 5:36 P.M.**

PRESENT: Gerardo Sanchez, Chairman
Emma Torres, Vice Chairman – by phone
Maria Sabori, Secretary

NOT PRESENT: Maria Gonzalez, Board Member
Jose Andrade, Former Board Member

OTHERS PRESENT:

Kay Macuil, City Attorney
Janet Taylor, Legal Secretary, Acting Clerk
Tadeo A. De La Hoya, City Manager
Maria Munoz, Benefits Coordinator
Susan Posada, Benefits Consultant
Monica Castro, Director of Finance
Jorge Mungaray, IT
Fausto Gonzalez, Human Resources

2. PRESENTATION

2.A. Presentation-Introduction of new Executive Advisor, Maria Munoz, HR Benefits Coordinator.

City Attorney Kay Macuil introduced Maria Munoz as the HR contact for the trust. Chairman Sanchez congratulated Maria Munoz.

3. CONSENT AGENDA

All matters are considered to be routine by the Employee Benefit Trust Board and will be enacted by one motion. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

3.A. MINUTES OF

Employee Benefit Trust Meeting held August 1, 2018.

MOTION: All present voted in favor Gerardo Sanchez, Maria Sabori, Emma Torres

4. DISCUSSION AND POSSIBLE ACTION ITEM (S)

4.A. Discussion and possible action on any and all matters regarding including in the Trust the mandatory benefit under A.R.S. §38-673 for police and firefighters for counseling after exposure to traumatic events. **(Susan Posada, Benefits Consultant)**

Chairman Sanchez read item 4.A.

Susan Posada, Benefits Consultant, thanked the board for having her. She began by discussing HB 2502. She explained that the bill states the city must provide 12 visits for public safety for any traumatic events they witness.. Ms. Posada stated that it would be very difficult and a company will need to be hired to administer that. Ms. Posada stated that there is also reporting involved and it is a large requirement because we have to make sure they have their 12 visits with a trauma provider. If the trauma provider feels they need an additional 12 visits or more the city must pay for it.

Ms. Posada stated this is a very complex bill and that it was not very well thought out and what the impact is to the cities. She state that she and the City Attorney Kay Macuil went round and round on how we would implement this. We also talked to Monica Castro Director of Finance on how this should be implemented.

Ms. Posada stated that she believes any traumatic event experienced in the workplace is similar to a workman's compensation claim, so if someone is injured a trauma is the same way. She stated that we initially thought that this was going to be presented to the trust even though at this point we want you to know what is happening with that particular bill because it does impact employees, but as of today, we aren't asking this to be part and paid by the trust. It is a very complicated bill. The reason Ms. Posada did not feel it should be in the trust is because one, It does not benefit all employees although the trust doesn't say it has to. She asked for clarification from the City Attorney.

Kay Macuil City Attorney said it is not specific.

Ms. Posada continued: The second part and the most critical part is that we don't really have any data to determine what the risk factor is. So we don't know

how much the trust would have to pay for this if it went through the trust. But after speaking with Kay and Monica, the good news is they do not feel it should be a part of the trust. But Kay thought it should be brought to the trust for knowledge but not for any action items.

Kay Macuil stated the action to not allow it in the trust is the recommendation. Emma Torres stated that it was kind of hard to make a decision like that because she was thinking what is the definition, what constitutes a trauma that will require that this is provided? Because Police and Fire staff are always confronted with trauma on a daily basis. It would be hard to say it was traumatic because most of the emergencies come with a trauma. They just get used to it, it comes with the job. It would be hard for me to figure that out.

Susan Posada responded: Well there is a definition, and I will let Kay go through those she has a listing of what trauma is. And you are absolutely right there is a specific definition according to the bill. The issue is whether it is trauma or not trauma the issue was should we put this in the trust and we all recommended it not be paid out of the trust.

Chairman Sanchez commented: And the other question is there is no specialist here in Yuma County.

Susan Posada stated: They would have to have a trauma certified so the EAP would be responsible for finding that trauma specialist. Now given that I said that if a member calls them and says I am okay seeing Dr. so and so who is not trauma certified he or she is able to do that.

Chairman Sanchez - Okay

Susan Posada continued: Okay, he can elect to, and that has to be spelled out. The most important thing out of all of this is who is going to pay for it? And talking to the EAP Preferred people they said that some of the workman's comp companies are now beginning to pick this up because it is workman's comp related because the trauma is a result of a job. It is no different than an injury; it is just mental as opposed to physical. So, I think that is separate then what we are trying to accomplish. The second part that I had the biggest issue with is that I do not know how to assess the risk on this because even though I provided utilization reports, they weren't necessarily trauma-related visits. The long and the short of it is Kay does know HR does know what trauma is. We have to educate police and fire on what is available to them and encourage them to give a call we can't tell them whether they are forced to or not forced to, so that is going to be more educational. I have had EAP agree to come out there is a charge for that, but they will come out and educate public safety on it.

Kay Macuil stated: Trustee Torres just to answer your question this is Kay the City Attorney, so the trauma list, since you are on the phone, you don't see it is:

Visually witnessing the death or maiming of one or more human beings. Responding to or being directly involved in a criminal investigation of an offense involving a dangerous crime against children. Requiring rescue in the line of duty where one's life was endangered. Using deadly force or being subjected to deadly force in the line of duty, regardless of whether the peace officer or firefighter was physically injured. Witnessing the death of another peace officer or firefighter while engaged in the line of duty. Responding to or being directly involved in an investigation regarding the drowning or near drowning of a child.

Kay Macuil continued: We did ask our Fire Chief, and Chief of Police for their statistics and 51 police officers have been exposed to these just since August, and that is just about our entire force. 10 Firefighters have been exposed to 18 incidents and so the clincher for me is to why this shouldn't be in the trust is when I talked to Monica our Finance Director that these have the potential of raising the premium rates on all the employees because of the possible claims that could come in. And for that reason preferring one group of employees and dragging down the rest of the employees does not seem right. And should be better placed in the budget of the Fire Department and Police Department.

Emma Torres stated: Yes thank you I was wondering the same. Similar statistics you know the line of duty where they are always exposed to very tragic events or domestic violence or children abuse or whatever that is all part of creating trauma. The job in itself is traumatic. How are you going to be able to constantly have them in treatment? That is why I was asking. I know about this situation, and I think it is a good decision that you are making.

Kay Macuil continued: The city does not mandate them to, all we do is offer we can't force people to go, but still, we don't know how many will choose to go so that is why it might drag down the trust funds.

Maria Sabori stated: On the claims how would that work if it is handled through our general, there would be a concern on HIPAA

Susan Posada responded: No the EAP Preferred will be sending a utilization report, but it will not have anybody's name. And they will also send a report that has to be recorded it is a requirement now that the city report to the state how many incidents.

Maria Sabori: So the claims would go through EAP?

Susan Posada: Yes

Maria Sabori: And no personal information will be shared

Susan Posada: No personal information will be shared; it cannot. The fees are very specific, and the State of Arizona has listed what those fees are, and every

provider they contract has to comply with those fees. They can range from \$150 to \$300 per hour.

Maria Sabori: There is also another thing where maybe if they are not using the EAP they can go through our medical counseling services then right?

Susan Posada: Good question, we discussed that at great length. If they go through the medical, they have to pay their \$15 copay per visit number one, number two if they go through that, we don't have any way of reporting it. We talked to Blue Cross/Blue Shield about this. They cannot tell us which providers are trauma certified and they will not. This is really new. Kay and I looked at it, and both of us were like whoa it is complex. Right now I talked to Monica about this, and we don't know the risk or how to assess the risk on this. That is why I encourage you to look at some workman's comp companies that have that. I tried to get that for you they would not give that to me because it is confidential. EAP contracts with the City of Yuma so I suggest that you turn to that.

Maria Sabori: Okay.

Chairman Sanchez: So basically what they are saying is every police officer can say they have Post Traumatic Stress Disorder.

Susan Posada: Yes and we have counseling for them.

Chairman Sanchez: Every single police officer- thank you, politicians, for creating a situation because they get exposed every day to these situations and the thing is, what are they doing? This is not a solution. They are creating a problem. They are forcing a problem, and the thing is this is huge. People don't realize how huge this is. Mental health is a big issue they just created a bigger problem.

Susan Posada: I agree, that is why I did not want this in the trust, and it is not going in the trust.

Chairman Sanchez: No, and it should not be in the trust. This should be workman's comp, and the thing is, to let the state deal with this issue.

Susan Posada: Well here is the thing, previously they did require us to have 12 visits. First when they phased it in, there were 6 visits now there are 12. The 12 visits are available already and we pay \$6.30 for 80 police officers and firefighters that equates a little over \$6,000.00 a year that we are paying into the trust which I will discuss in the next item. It is just too much and too huge of a risk no different than a workman's comp injury, we don't know what the injury is going to be how do you assess that risk.

And we don't have any data to go back. This is a very difficult bill for legal and for accounting and workman's comp.

Chairman Sanchez: They all qualify for disability, you realize that.

Susan Posada: That is another issue because anything that is considered mental is only covered for two years. Well, six months under the short-term disability. Under public safety, we have a long-term policy they also have a public safety retirement plan, and under that retirement plan they would go to public safety first and anything that public safety isn't paying maybe because they are too new then Standard comes into the gap that income.

Kay Macuil: If there is a determination of unfit for duty the city must continue to pay regular pay for 30 days in addition. So the risk just goes on and on.

Susan Posada: After the people have exhausted their FMLA and their short-term disability, you know they go on to long-term disability. You no longer have to keep their jobs.

Maria Sabor: For fire and police it is one year.

Susan Posada: For one year okay. So you don't have to keep their job if they are injured for a long period of time like two or three years. They continue their income under a long-term disability they are not on our payroll, and we just pay the bill. We are paying the premiums to cover those premiums for the pay. So they are no longer employees, and it will cover up to 65 or social security age which could be 67, 68 now.

Chairman Sanchez: It's food for thought. So you basically introduced us to this subject.

Susan Posada: Yes

Chairman Sanchez: Okay, thank you. So we do not need to take action on this one?

Kay Macuil: I did put a motion to not include it in the trust, but you don't have to take any action.

Chairman Sanchez: No I think we need clarification. I think we should hold off any action until we clearly know if we have to or will this be a workman's comp> Bbecause, I can see our premiums going really, really high if this occurs.

Susan Posada: But in the meantime, I would like to keep it out of the trust until that determination is made.

Chairman Sanchez: That's fine so no action at this point.

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO APPROVE INCORPORATING THE TRAUMATIC EVENT MENTAL HEALTH BENEFIT FOR POLICE AND FIRE UNDER ARS §38-673 INTO THE TRUST.

NO ACTION TAKEN.

4.B Discussion and possible action on any and all matters regarding approval of the contract with Counseling & Family Resources, Ltd., for Employee Assistance Program Preferred (**EAPP**). (**Susan Posada, City of San Luis Benefits Consultant**)

Chairman Sanchez read item 4.B.

Susan Posada: What I talked to you about just a minute ago in 4.A. that is called EAP Trauma for short because that is the traumatic event portion. This one 4.B. is what it use to be

Kay Macuil: No this one is the traumatic one

Susan Posada: Oh this is the traumatic? Well I thought I just talked about the traumatic

Kay Macuil:The first item was just the law in general.

Susan Posada: Oh the law in general

Kay Macuil: And this one is the contract

Susan Posada: Okay I get you. So the contract won't go through the trust does it have to be discussed?

Kay Macuil: This one is the contract to administer the reporting, and so this one is related to the last one, and we would just like not to include the contract that goes with the statute into the trust.

Chairman Sanchez: So once we get clarification then we will proceed with this second matter.

Susan Posada: Okay, so what I discussed with 4.A. how the bill worked and the impact what she is talking about on 4.B.

Ms. Posada continued explaining that. EAP PPreferred scrambled to put together a program for all cities including the City of Yuma on how to meet the

requirements and the major issues for the counselors and the reporting requirements to the State.

Ms. Posada stated: Blue Cross/Blue Shield was not going to do it, so the only way that we are going to be able to accomplish that is to contract with EAP Preferred to help us find those traumatic counselors, first to do the intake when someone calls and decide how they are going to handle that. It may not be a traumatic event; it may be something related to family or divorce or something like that, so then they will triage it to find out where it is going to go to. If it is a traumatic event, then the employee has the right to go to any counselor they suggest even if it is not traumatic at that moment then they can refer them to a trauma provider. But if an employee has a provider that he or she wants to go to, they can do that. The cost of the referral service is \$500 a year it adds \$10 administrative fee per each claim so it would be, let's say the claim is \$300 an hour it would be \$300 plus \$10 so it would be per claim. What you get from that is the actual referral to a trauma certified provider in addition to the reporting. And they help guide the member. And so the fees would be \$500, \$10 administrative fee per claim in addition to that the fees that the provider charges which could be correct me Kay which is \$100 to \$300 per hour. Depending on the kind of service they need, and the providers that they contract with must agree to the fees that are on this [unintelligible possiblydate] schedule.

Chairman Sanchez: Would you happen to know what Yuma is doing?

Susan Posada: No, but I know that they do this. The EAP Preferred.

Chairman Sanchez: Okay, and Blue Cross/Blue Shield is not doing it.

Susan Posada: I contacted Blue Cross/Blue Shield, first of all, they cannot determine who is trauma certified again they are not in the business of doing that where EAP that is all they do is counseling plus Blue Cross/Blue Shield would not give us a recording. And the bill also states that the fees must be paid by the city and not the medical plan.

Maria Sabori: Is the enrollment fee per employee or is it like an administrative fee for the contract?

Susan Posada: The \$500 is per year, so it is a one time set up fee type the \$10 would be every claim.

Chairman Sanchez: Thank you, Susan. So that item is going to be considered with item 4.A. in the future.

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO APPROVE THE CONTRACT WITH COUNSELING & FAMILY RESOURCES AS PRESENTED IN THE AMOUNT OF A ONE-TIME FEE OF \$500 PLUS \$10 PER COUNSELLING SESSION ADMINISTRATIVE FEE.

OR

I MOVE TO DENY INCLUSION OF THE EAPP CONTRACT IN THE TRUST.

NO ACTION TAKEN

4.C. Discussion and possible action on any and all matters regarding the Amendment between Counseling and Family Resources Ltd., dba EAP Preferred, and the City of San Luis Employee Benefit Trust to extend the mental health plan for a maximum of 63 police and fire to June 30, 2021 **(Kay Marion Macuil, City Attorney)**

Chairman Sanchez read item 4.C.

Susan Posada: Right now under the trust we have listed EAP services for public safety. At that time, management decided not to extend the EAP to all employees but at that point, we needed to do something, and we were forced to immediately provide counseling to all public safety. So right now, we started with six visits now it is 12 visits, but under that particular contract, it is not trauma. They can call for anything, they can call for trauma then they would get referred out for trauma. I suggest that you keep that contract but more importantly let me start because it is kind of confusing. In speaking with Monica in accounting, I found out that the fee this is like a \$6,000 annual fee which should have been paid by the trust, wasn't paid by the trust. It was paid outside of the trust, which is good now in retrospect. So, we want to take that out of the trust because it benefits only public safety and it does not benefit all employees. The 12 visits is actually pretty good because if they go in, it is better to pay a monthly fee for the EAP which is a total of \$6000 then to go to the trauma which the next step would be the trauma to have to pay those larger fees. So we can keep them in the EAP if it works out that way that is the better way and the least expensive way and it reduces your risk. But it may not work that way. And the total that was budgeted under the trust that I budgeted was about \$6300, \$6400 per year which is not very much it really is insignificant. We had an initial meeting for our renewal that is coming up, and for almost the same rate we can put all 234 employees for \$2.28 for 6 visits. But, at this point is to acknowledge that it is not being paid out of the trust that it is being paid by the city which is good and to remove that requirement from the trust on to the city and they have agreed to that, and it should be there because it is only for public safety.

Maria Sabori: At what point are you considering adding all of the employees? I know it came up at one of the safety meetings that the communication officers are also exposed to trauma and they are not part of public safety.

Susan Posada: That's correct I agree that they should be. I presented that today because the City Manager had asked me to. I have mentioned I highly recommend that. We did look at the claims for the last seven months, and there have been very few people who have used Blue Cross/Blue Shield for mental health. I don't know that I can get the data for SiaraMed and Mexico to see how many people go to counseling. I would suggest that there is more in Mexico than there are here. We can go back and look at some data if I can get it from Mayo because Mayo has just really dropped us and given us very little information. So I think that the \$2.28 is a very reasonable rate to pay for six visits for all employees and it replaces that cost, and I will present that to the trust but not until July. Right now the issue is to remove the public safety twelve visits from the trust.

Chairman Sanchez: This motion is to approve, extend the contract at a rate of \$6000.30 per counseling session?

Kay Macuil: We could take the extension to the city rather than to the trust if trustees believe it would better to protect the trust than take this out of the trust.

Chairman Sanchez: So what are you recommending? I see two motions.

Susan Posada: I recommend that we remove the EAP for public safety out of the trust and to the city and I have spoken to Monica in accounting and she agrees. Again it's about \$6000.00 they are already paying for.

Chairman Sanchez: So it would be to deny inclusion of the EAP contract in the trust?

Kay Macuil: Yes.

Susan Posada: Yes.

Kay Macuil: Yes, that is the recommendation.

Chairman Sanchez: Emma are you ok with that?

Emma Torres: Yes, I am okay with that.

Chairman Sanchez – I will entertain a motion.

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO APPROVE THE CONTRACT WITH COUNSELING & FAMILY RESOURCES AS PRESENTED IN THE AMOUNT OF A ONE-TIME FEE OF \$500 PLUS \$10 PER COUNSELING SESSION ADMINISTRATIVE FEE.

OR

I MOVE TO DENY INCLUSION OF THE EAPP CONTRACT IN THE TRUST.

Maria Sabori: Motion.

Chairman Sanchez: You move to deny inclusion of the EAP contract to the trust?

Maria Sabori: Yes.

Chairman Sanchez: Is there a second, I will second that motion.

**MOTION TO DENY INCLUSION OF THE EAPP CONTRACT IN THE TRUST
All those present voted in Favor, Gerardo Sanchez, Maria Sabori, and
Emma Torres.**

4.D. Discussion and possible action on any and all matters regarding the terms of all Trust Board Members. **(Kay Marion Macuil, City Attorney)**

Kay Macuil: The terms of the trustees under the trust document are staggered for the first term we went beyond that into the five year the second term.

Chairman Sanchez: And I thank all the trustees, I really appreciate it so much.

Kay Macuil: But, we are not in trouble with the law because the law is an old thing, and it covers for these type of situations. When the city council does not act, the law steps in and says; well they did not act so we assumed they wanted continuing of the terms. But, since the terms were staggered, the beginning term was one year and the second one was five years. This trust started in March of 2012, so the first staggered term expired last year in March. Since we have a resignation of Mr. Andrade, I would assign that expired one to him. Then we have two that will expire next month and two that will expire next year in March. So this item is to decide which two have the terms expiring next month and which two would like to continue for another year. And then under the trust that is it. We have to have all new trustees after next year.

Chairman Sanchez: Including the chairman?

Kay Macuil: Including the chairman unless council wishes to amend the trust.

Chairman Sanchez: So that means I can get a break?

Kay Macuil: You can get a break.

Susan Posada: If I may while we are talking about an amendment to the trust. I would like to study that a little bit more because it is not very clear who covers what and what is included and who it benefits it is not all of that. What I have said that it is my intention that it is for the benefit of all that is just my intention, but I would like that clarified because when I first asked for this trust to be set-up it was to protect those 1.3 million dollars that were in the general fund with Summitt, and so we quickly did that trust or Glenn did and we quickly moved that money because it was at risk it was in the general fund of the TPA, and it was subject to the bankruptcy laws.

Kay Macuil: But that is not what is before you for consideration.

Susan Posada: No.

Chairman Sanchez: That is a big concern, no worries I don't plan on moving anywhere. Kay, I think you should talk to each member, and if they wish to continue, I think we can modify. No one is being forced to be removed. I think the continuation of what we are doing is very important no one is making money from this, let me be very clear. The decisions that have been made are for the benefit of this community for the employees. We have been able to maintain keeping costs down. We offer more benefits than any other organization here in Yuma County. No one can say or pinpoint that they have fewer benefits than anyone else. This committee, the trustees have done an excellent job. We all work very hard in other jobs also. So I thank you all so much. We don't meet that often trust me; I have a meeting almost every single evening. You have done a great job I know that sometimes it is tiring and you feel like I want to go home with my family. I know, and I want to commend you. You have done an excellent job. And we have to look at those by-laws. But ask each individual member if they want to continue and what they want and let's respect that. So, Kay, you have some homework. So let's think of what we are going to do. We are definitely going to replace that vacancy that we have.

Kay Macuil: Okay. This item is about the two remaining, so I take that as no action on this one.

Chairman Sanchez: Let's try to figure out a candidate. Maria and Emma if you consider a person for our next meeting.

Kay Macuil: Okay, that is what the next item is.

Emma Torres: One thing about another person is if I understand this right two of our terms will be expiring. Do we know who we have for another year or is that something we are going to be discussing later?

Chairman Sanchez: What is going to happen is that we are going to decide who are the two who are also going to be involved, and Kay will be talking individually

to each trustee member, and she is going to go over where each individual member falls and given the option to continue or if we need to replace each trustee member. Okay?

Emma Torres: Okay

Chairman Sanchez: I think that conversation needs to be done individually unless you want to have it in public? I don't.

Emma Torres: No, no its fine with me.

Kay Macuil: So I take that one as no action on 4.D.

RECOMMENDATION / SUGGESTED MOTION:

A. I MOVE THAT TRUSTEES _____ AND _____ HAVE THE TERM WHICH ENDS MARCH 14, 2019

B. I MOVE THAT TRUSTEES _____ AND _____ HAVE THE TERM WHICH ENDS MARCH 14, 2020

NO ACTION TAKEN

4.E. Discussion and possible action on any and all matters regarding the replacement of Trustees Jose Andrade and the two Trustees terms expiring on March 14, 2019. **(Kay Marion Macuil, City Attorney)**

Chairman Sanchez read the item 4.E

Kay Macuil – So this would be for the fifth member if anyone has any names in mind at this time or if you would like to relay it to me outside of the open meeting. This would be for Mr. Andrade who resigned.

Chairman Sanchez: Let's look for a person. Unless someone has someone right now?

Kay Macuil: Any direction? Right now we have on our board, we can have one employee and one council member, and the rest is open so any direction as to whether the trustees would like to see more accounting type or more medical type or community type what would you like?

Chairman Sanchez: I would like to see more of an accounting type, numbers person. Because I believe for the next five years, it is going to be about the numbers. Everything is going to go up, unfortunately. And the following two members we have to have medical.

Kay Macuil: Okay, so I take that one is no action just direction.

Chairman Sanchez: Do you agree Emma?

Pause.

Maria Sabor:– Yes.

Emma Torres: Yes, I agree.

Maria Sabori – I have a question. Under the contract on the employee does it state that it has to be HR or?

Kay Macuil: No it just says one may be an employee, and one may be a council member it doesn't say necessarily HR.

Chairman Sanchez: And your experience does count a lot. If you are thinking. . .

Maria Sabori: Oh no, I'm interested if allowed. I wasn't sure if HR had to be a part of the board.

Kay Macuil: HR, City Attorney, and Finance Director are Executive Advisors to the Board but not trustees.

Chairman Sanchez: Yeah, they can't be trustees. So they are already part of it. So we have our homework. Maria your first task. Monica tambien. So are we done?

Kay Macuil: No, there is one more.

**RECOMMENDATION / SUGGESTED MOTION:
I MOVE TO DIRECT HR EXECUTIVE ADVISOR MARIA MUÑOZ TO**

NO ACTION TAKEN

4.F. Discussion and possible action on any and all matters regarding establishing regular meetings four (4) times per year. **(Kay Marion Macuil, City Attorney)**

Chairman Sanchez read item 4.F.

Kay Macuil: Yes, the trust says that there are to be four (4) regular meetings per year and that the trustees are to look at the funding balances every quarter. So I recommend that we meet quarterly and so the motion says the first (pick your day of the week) we have been meeting on Wednesday. I'm sorry the first second or third whichever is most convenient for people and the day of the week we've been meeting on Wednesdays, then pick three months. Maybe I need help

from Monica on the recommendation for figuring out because we need to meet before the retreat for city council so that the trust recommends an amount to budget. So Monica would you mind helping me out.

Monica Castro, Finance Director: I would need to look at the timeline for the budget I don't have the dates on the top of my head, but I will definitely get back with a recommended date.

Kay Macuil: This year, for example, You have made everyone meet with you in February so after you meet with all the departments do you want to figure out what the budget should be for the trust?

Tadeo A. De La Hoya, City Manager: – You can still recommend the four (4) regular meetings a year, and you can update us that is usually when Susan comes. We can schedule that regularly, but Monica's numbers are separate from the trust. It's an unrelated note. For the sake of this item, I think we can establish the quarterly meetings.

Kay Macuil: – So we definitely need to meet in March: Definitely is that how it has been?

Monica Castro: Is this relating to the benefits and how much to budget next year is this what Kay is talking about?

Tadeo A. De La Hoya: Yes.

Monica: For that, I believe I already set a date. Yes, I already communicated a date to HR of when I needed to have those numbers and also when I was going to be able to give that feedback as I said I don't recall off the top of my head the dates but I can communicate a date later if it is for the budget but for the quarterly meetings I agree with Tadeo.

Tadeo A. De La Hoya: All I am saying is for the sake of this item I think scheduling four meetings a year I think the recommendation is fine. Susan comes quarterly; and if we don't have any items to present, I think we can take advantage of Susan coming down to meet with management and HR to present an informational update and that would take care of the declaration of the trust.

Emma Torres: I agree with having regularly scheduled meetings. I think this will help us be more consistent and giving the support that is needed.

Susan Posada: We start working on the renewal right now we don't have the renewal from the stop-loss carrier or any bids that have come back from that. I understand we are looking at the funding which is fine but the budget itself for the coming year we probably will not have all of that ready until towards the end of March.

Kay Macuil: – So given that, I would recommend the third Wednesday of March, June, September, December that would put us at Christmas wouldn't it?

Chairman Sanchez: Yes it would. And I am not having a meeting on Christmas I can tell you right now.

Tadeo A. De La Hoya: Can we just say quarterly.

Kay Macuil: We need to set a regular date, we can do this.

Chairman Sanchez: Can we do the second? Because the third you are going into Christmas you are going into Thanksgiving.

Kay Macuil: And then, if it is not ready the second March, we will do a special meeting.

Chairman Sanchez: We will do a special meeting then> I thought the second Wednesday.

Tadeo A. De La Hoya: Mayor if I may. So we are trying to comply with the declaration of the trust.

Kay Macuil – Yes, the trust.

Tadeo A. De La Hoya: So again if we say quarterly, we just need to meet quarterly.

Kay Macuil: We need to meet we need quarterly meetings. Just like council has regular meetings.

Tadeo A. De La Hoya: But that is by ordinance. So quarterly rather than having a set date.

Kay Macuil: We need a set date, sir. It doesn't mean regular if you don't set the date.

Tadeo A. De La Hoya: If you say quarterly, that is regular.

Chairman Sanchez: She wants it legally down on paper.

Kay Marion Macuil: Let's get something done today. We can do this the Mayor has chosen the second Wednesday of March, June, September, and December.

Chairman Sanchez: Yes. Any objections?

Maria Sabori: No.

Emma Torres: I agree just enter the dates as soon as possible so we can get them on the agenda before I put something else.

Chairman Sanchez: Sounds good.

**RECOMMENDATION / SUGGESTED MOTION:
I MOVE TO ESTABLISH REGULAR MEETINGS ON THE**

(1st, 2nd, 3rd, 4th) (Mon, Tue, Wed, Thur) (4 months of the year)

Chairman Sanchez – I move to establish regular meetings on the second Wednesday of the months mentioned by our city attorney.

Kay Macuil: Which are March, June, September, and December

Chairman Sanchez: Do I hear a second?

Maria Sabori: Second.

All present voted in favor, Gerardo Sanchez, Maria Sabori, Emma Torres.

Meeting adjourned at approximately 6:35 p.m.