

**MINUTES
SPECIAL MEETING
EMPLOYEE BENEFIT TRUST
COUNCIL CHAMBERS
1090 E Union Street
San Luis, AZ 85349
December 21, 2022
5:30 p.m.**

- 1. Call to Order/Roll Call** – Vice Chairman Emma Torres called the meeting to order at approximately 5:33 p.m.

THOSE PRESENT

Board Member Gustavo MacGrew
Secretary Maria Sabori
Vice-Chairman Emma Torres – via zoom
Board Member Maria Gonzalez - *arrived at approximately 5:35 p.m.*

OTHERS PRESENT

Tadeo De La Hoya
Kay Marion Macuil, City Attorney
Janet Taylor, Legal Secretary, Clerk of the Board
Mary Barajas Gutierrez, Human Resources Coordinator
Susan Posada, Benefits Coordinator/Broker – via zoom
Brian Wyman, Auditor with Wolcott & Assoc.- via zoom
Monica Castro, Director of Finance
Ruben Lopez, IT Technician
Sonia Cornelio, City Clerk, arrived at approximately 5:45 p.m.

2. DISCUSSION AND POSSIBLE ACTION ITEMS

- 2.A.** Discussion and possible action on any and all matters regarding electing a chairperson to the Board of Trustees (**Trustees**)

MOTION: Board Member Maria Gonzalez and Board Member Gustavo MacGrew elect Tadeo De La Hoya as Chairman of the Board of Trustees. **Motion passed unanimously.**

The vote was as follows:

Vice Chairman Emma Torres	Aye
Board Member Gustavo MacGrew	Aye
Board Member Maria Gonzalez	Aye
Secretary Maria Sabori	Aye

3. Consent Agenda

3. A. MINUTES OF:

- Special Meeting held on September 14, 2022

MOTION: Vice-Chairman Emma Torres and Secretary Maria Sabori approved the meeting minutes held on September 14, 2022. **Motion passed unanimously.**

The vote was as follows:

Secretary Maria Sabori	Aye
Board Member Gustavo MacGrew	Aye
Vice-Chairman Emma Torres	Aye
Board Member Maria Gonzalez	Aye
Chairman Tadeo De La Hoya	Aye

4. DISCUSSION AND POSSIBLE ACTION ITEMS

4. A. Discussion and possible action on any and all matters regarding the results of the SIARMED audit conducted by Wolcott & Associates. Inc. **(Susan Posada, Broker/Consultant, Brian Wyman, Auditor, Wilcott & Associates Inc.)**

Mr. Wyman discussed the report, the selection process, and the amount chosen for the audit with SIARMED. There were 300 claims selected. Two hundred twenty-five medical and 75 dental claims. There were 15 errors with the claims. Mr. Wyman explained the errors were primarily incorrect copays and data entry errors.

Ms. Posada also stated that to remedy these errors, she will go back to SIARMED and ask that they be more careful processing these claims and to note whether it is an ER visit or an Urgent Care visit.

Chairman De La Hoya stated that most of the errors seem to be clerical errors which would be out of the control of SIARMED.

Mr. Wyman stated that most of the errors were no copay for ER visits. He said that they checked to see if any ER visit caused a hospital visit, and there were none.

Ms. Posada explained the timelines involved with ER visits under a 12-hour timeline, how the fee schedule works with those visits, and that some of those claims were Urgent Care visits instead of ER visits and should have been charged a copay of \$20.00. She stated she would meet with SIARMED because they should be catching these.

Secretary Maria Sabori stated that this needs to be brought up to SIARMED because if any of the employees share with other employees that they weren't getting charged a copay, that could create confusion and problems for HR.

Chairman De La Hoya asked if SIARMED had been invited to this meeting and thought HR should invite them to our quarterly meetings since they are the topic of discussion. There is no one here representing them or answering any questions or comments we might have. That is kind of unfair to SIARMED. Also, unfair for us to make informative decisions.

Ms. Posada commented that she wanted to bring this to the board before SIARMED answered those questions. She stated that there is a tremendous amount of savings on the flip side of that. And we can invite them back if we would like. And yes, they should be invited.

Mr. De La Hoya stated that the agenda was posted last week, so they could have just looked on the website and seen the audit. You could have shared this information with the trustees a month ago. Either you or HR should invite them when discussing them or 90 degrees or whomever we are discussing.

Ms. Posada stated she wanted to give SIARMED the benefit of the doubt on why these errors were made and said they are not big in number, and the amount is very small.

Mr. Wyman recommends that SIARMED use a different CPT code for their Urgent Care and ER copays. Mr. Wyman commented that this could have been EBSO or a 90-degree error in data entry.

Ms. Posada stated there is also a savings of \$30,000.00.

Mr. De La Hoya asked if they had undercharged us \$30,000.00 and if we had paid it?

Mr. Wyman stated that it is based on the fee schedule and undercharging. He also mentioned the difficulty of determining an RX code, whether the drug is generic, and whether there is a \$5 copay. The patient was charged a \$5 copay for every prescription that came in.

Ms. Posada explained that there are no generic prescription medications in Mexico and that contraceptives are provided at no copay.

Secretary Maria Sabori asked if those copays were being reimbursed to the employees, and Ms. Posada responded that they had not yet decided how that would be done. But that will be up to the Trust on what they think they should do. This would require a listing from Dr. Galindo to find out, and he had told her that only about eight people get contraceptives in Mexico.

Vice Chairman Emma Torres stated she didn't think we should reimburse the \$5. Mr. De La Hoya said that it wouldn't be worth the research going into it. Ms. Torres agreed it is sometimes more work to issue the check than the \$5.

Ms. Posada stated that she would set up a meeting with Dr. Galindo and that any Trustee who wanted to participate in the meeting was welcome. She did not feel any major problem here, just some things that needed to be corrected.

Mr. Wyman stated that the total dollar amount in errors was \$417.00, which is not a large amount overall.

Discussion only, no action taken.

4.B. Discussion and possible and possible action on any and all matters regarding the quarterly review of the benefit plan (Susan Posada, Broker/Consultant)

Ms. Posada discussed the PowerPoint she provided and stated so far, it is positive. For the end of October, total claims were about \$444,000.00, which is approximately 56% less annually than last year. About 16 members are moving from the \$10,000.00 to the \$50,000.00 large claim category. Currently, we are \$205,000.00 above all our expenses.

Secretary Maria Sabori asked if Susan could tell where the claims are classified and if they are broken down.

Ms. Posada replied we do have a stage 5 kidney, which is our biggest claim. One with pneumonia, one that is autistic, but that has been going on for a long time. Abnormal pregnancy, chest pain, chronic pancreatitis. They are all over the place. It isn't anything I can say about obesity or diabetes. We are looking at putting together a program for those that are extremely obese.

Discussion only, no action taken.

5. Adjournment

Meeting adjourned at approximately 6:20 p.m.