

NOTICE OF SPECIAL MEETING

In accordance with §38-431.02 of the Arizona Revised Statutes of the State of Arizona, notice is hereby given to the Employee Benefit Trust Board and to the general public that the Mayor and Trustees of the Employee Benefit Trust Board will hold an Employee Benefits Trust Board Meeting at 4:30PM., Wednesday, February 8th, 2023. The meeting will take place at the City Council Chambers, located at 1090 E. Union Street, San Luis, Arizona, 85349.

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the City of San Luis does not discriminate on the basis of disability in the admission of or access to, or treatment of employment in its programs, activities, or services. For information regarding rights and provisions of the ADA or Section 504, or to request reasonable accommodations for participation in City programs, activities or services contact: ADA/Section 504 Coordinator, City of San Luis Human Resources Department, 1090 East Union Street, San Luis, Arizona 85349; (928) 341-8579.

Notice is hereby given that pursuant to A.R.S. §1-602.A.9, subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the City Council are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the City Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the City will assume that the rights afforded parents pursuant to A.R.S. §1-602.A.9 been waived.

THIS NOTICE IS APPROVED BY:

/s/ Maria Barajas, HR Coordinator

AVISO DE JUNTA ESPECIAL

De acuerdo con los Estatutos del Estado de Arizona A.R.S. §38-431.02, se le informa a los miembros de la Junta Fiduciaria de Beneficios para Empleados y al público en general que el Presidente y la Mesa Directiva de Fondo de Beneficios Medicos de San Luis, Arizona, tendrán una Junta Regular a las 4:30 PM, el día Miércoles, Febrero 8, 2023. La junta se llevará a cabo en la Sala del Cabildo, ubicada en el 1090 E. Union Street, San Luis, Arizona, 85349.

De acuerdo con el Acta de Americanos con discapacidades y la Sección 504 del Acta de Rehabilitación del 1973, la Ciudad de San Luis no discrimina por causa de discapacidad la admisión y acceso a sus programas, actividades, servicios o en el trato en cuanto a empleo. Para mas información referente a derechos y provisiones del Acta de Americanos con discapacidades o Sección 504, o para solicitar adaptaciones que sean razonables para la participación en programas, actividades o servicios de la ciudad, contactar al: Coordinador del Acta de Americanos con discapacidades/Sección 504, Departamento de Recursos Humanos de la Ciudad de San Luis, 1090 Este Calle Unión, San Luis, Arizona, 85349; (928) 341-8579.

Por medio de este aviso y de acuerdo con los Estatutos Revisados del Estado de Arizona, sujeto a ciertas excepciones reglamentarias, los padres de familia tienen el derecho de dar o no dar el consentimiento antes que el Estado o alguna subdivision política grabe a un menor de edad, ya sea en audio o video. Las juntas del Concilio se graban en audio y/o video y como resultado, el hecho de que haya menores presentes puede ser sujeto a que sean grabados. Para que los padres de familia puedan ejercer sus derechos pueden solicitar por escrito con la Secretaria de la Ciudad a tal grabación, o tomar acción personal para asegurarse que su hijo/hija menor no esté presente cuando la grabación se lleve a cabo. Si un menor de edad esta presente en el momento de la grabación, la Ciudad asumirá que los padres de familia están cediendo los derechos sobre una posible grabación de acuerdo con el Estatuto Revisado del Estado de Arizona §1-602.A.9.

ESTE AVISO ES APROBADO POR:

/f/ Maria Barajas, Coordinadora de Recursos Humanos

AGENDA
Special Meeting
City of San Luis Employee Benefit Trust
Council Chambers – City Hall
1090 E Union Street
San Luis, AZ 85349
Wednesday, February 8, 2023
4:30 PM

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**

- 2. CONSENT AGENDA**

- 2. A. MINUTES OF:**
-Special meeting held on December 21, 2022

- 3. EXECUTIVE SESSION**

- 3. A.** Discussion and possible action on any and all matters regarding action to hold an executive session pursuant to A.R.S. § 38-431.03(A) subsections (3) and (4) for discussion or consultation for legal advice with the City Attorney or attorneys in order to consider the Trustees' position and instruct the City Attorney or attorneys regarding the Trustees' position, regarding negotiation or settlement of the subrogation case. **(Kay Marion Macuil, City Attorney)**

- 4. MOTION TO GO BACK INTO SPECIAL SESSION**

- 5. ADJOURNMENT**

Special Employee Benefit Trust Board Meeting

2. A.

Meeting Date: 02/08/2023

Summary

MINUTES OF:

-Special meeting held on December 21, 2022

Attachments

12.21.2022 EBT Meeting

**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.



AGENDA ITEM REVIEW FORM

Special Employee Benefit Trust Board Meeting

3. A.

Meeting Date: 02/08/2023

Department Head: Adela Cortez, Director Human Resources, Human Resources Department

Submitted By: Maria Barajas Gutierrez, Human Resources Coordinator, Human Resources Department

ITEM:

Discussion and possible action on any and all matters regarding action to hold an executive session pursuant to A.R.S. § 38-431.03(A) subsections (3) and (4) for discussion or consultation for legal advice with the City Attorney or attorneys in order to consider the Trustees' position and instruct the City Attorney or attorneys regarding the Trustees' position, regarding negotiation or settlement of the subrogation case. **(Kay Marion Macuil, City Attorney)**

SUMMARY:

The Trustees can be properly advised by holding an executive session for the purposes described in the agenda item.

RECOMMENDATION / SUGGESTED MOTION:

I MOVE TO HOLD AN EXECUTIVE SESSION PURSUANT TO A.R.S. § 38-431.03(A) SUBSECTIONS (3) AND (4).

Fiscal Impact

Fiscal Impact:

Fiscal impact does not apply to this agenda item because, under A.R.S. §38-431.03(D), the Trustees are not permitted to take legal action involving a final vote or decision in an executive session
