

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 11:00 AM., on Tuesday, October 24, 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, Human Resources Benefits 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 del 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 Especial a las 11:00 AM, el día Martes 24 de Octubre, 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 grave 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 Beneficios 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
Tuesday, October 24, 2023
11:00 AM

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.

AVISO: Algunos miembros de la Junta de Fiduciaria de Beneficios para Empleados de la Ciudad de San Luis pueden asistir a la reunión por teléfono. Si se autoriza por mayoría de votos de la Junta de Síndicos, se llevará a cabo una sesión ejecutiva inmediatamente después de la votación de acuerdo con A.R.S. §38-431.03(A) y la reunión tendrá un receso temporal mientras la Junta se retira a la sesión ejecutiva que no estará abierta al público.

- 1. CALL TO ORDER/ROLL CALL**

- 2. CONSENT AGENDA**

- 2. A. MINUTES OF:**
-Special meeting held on October 17, 2023

- 3. DISCUSSION AND POSSIBLE ACTION ITEMS:**

- 3. A.** Discussion and possible action on any and all matters regarding the acceptance and award of the Brokerage/Consulting services contract for the City of San Luis Employee Benefit Trust.
(Adela Cortez, Human Resources Director)

- 4. ADJOURNMENT**

Special Employee Benefit Trust Board Meeting

2. A.

Meeting Date: 10/24/2023

Summary

MINUTES OF:

-Special meeting held on October 17, 2023

Attachments

10/17/2023 Special Session EBT

MINUTES
Special Meeting
City of San Luis Employee Benefit Trust
Council Chambers - City Hall
1090 E. Union Street
San Luis, AZ 85349
October 17, 2023
11:00 a.m.

1. CALL TO ORDER/ROLL CALL

Chairman Tadeo Azael De La Hoya called the meeting to order at approximately 11:06 a.m.

PRESENT: Tadeo Azael De La Hoya, Chairman
Emma Torres, Vice-Chairwoman
Maria Gonzalez, Board Member
Gustavo McGrew, Board Member
Maria Sabori, Secretary

OTHERS PRESENT: Jenny Torres, Acting City Manager
Nieves Riedel, Mayor
Sonia Cornelio, City Clerk
Adela Cortez, Director of Human Resources
Antonio Maldonado, Video Production Specialist
Arianna Gonzalez, Graphics and Media Specialist
Domingo Sosa, Graphics and Media Specialist
Olivia Jenkins, Operations Coordinator
Roula Encinas, Finance Operations Manager

2. CONSENT AGENDA

2. A. MINUTES OF
-Special meeting held on October 2, 2023

MOTION: Chairman Tadeo Azael De La Hoya/Board Member Maria Gonzalez to approve the Consent Agenda as presented. Motion passed unanimously.

The vote was as follows:

Chairman Tadeo Azael De La Hoya	Aye
Vice-Chairwoman Emma Torres	Aye
Board Member Maria Gonzalez	Aye
Board Member Gustavo McGrew	Aye
Maria Sabori, Secretary	Aye

3. DISCUSSION AND POSSIBLE ACTION ITEMS:

3. A. Discussion and possible action on any and all matters regarding action to hold an executive session under A.R.S. § 38-431.03(A) subsection (3) for discussion or consultation for legal advice with the City Attorney regarding the current broker contract and the broker proposals in response to the request for qualifications and bids. And discussion and possible action on any and all matters regarding action to hold an executive session under A.R.S. § 38-431.03(A) subsection (4) for discussion or consultation with the City Attorney in order for the Trustees to consider their position and instruct the City Attorney regarding the Trustees' position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation, specifically, the current broker contract and the broker proposals in response to the request for qualifications and bids. (Kay Marion Macuil, City Attorney).

MOTION: Secretary Maria Sabori/Board Member Maria Gonzalez to go into executive session at approximately 11:08 a.m. Motion passed unanimously.

The vote was as follows:

Chairman Tadeo Azael De La Hoya	Aye
Vice-Chairwoman Emma Torres	Aye
Board Member Maria Gonzalez	Aye
Board Member Gustavo McGrew	Aye
Maria Sabori, Secretary	Aye

4. MOTION TO GO BACK INTO SPECIAL SESSION

MOTION: Secretary Maria Sabori/Vice-Chairwoman to go back into special session at approximately 12:07 p.m. Motion passed unanimously.

The vote was as follows:

Chairman Tadeo Azael De La Hoya	Aye
Vice-Chairwoman Emma Torres	Aye
Board Member Maria Gonzalez	Aye
Board Member Gustavo McGrew	Aye
Maria Sabori, Secretary	Aye

5. ADJOURNMENT

Chairman Tadeo Azael De La Hoya adjourned the meeting at approximately 12:07 p.m.

APPROVED:

Tadeo Azael De La Hoya, Chairman

ATTEST:

Sonia Cornelio, City Clerk

Certification

I hereby certify that the foregoing minutes are a true and correct copy of the Special meeting for the Employee Benefit Trust Board of the City of San Luis, Arizona, held on October 17, 2023. I further certify that the meeting was duly called and held and that a quorum was present.

Sonia Cornelio, City Clerk



AGENDA ITEM REVIEW FORM

Special Employee Benefit Trust Board Meeting

3. A.

Meeting Date: 10/24/2023

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 the acceptance and award of the Brokerage/Consulting services contract for the City of San Luis Employee Benefit Trust. **(Adela Cortez, Human Resources Director)**

SUMMARY:

City of San Luis (COSL) is seeking the Board of Trustees approval for accepting and awarding a professional services contract to the selected firm to provide Employee Benefits Brokerage and Consultation Services.

As instructed by the Board of Trustees, COSL published a Request for Proposals/Qualifications for independent firms to provide Brokerage/Consulting Services for employee insurance and benefits programs. Formal solicitations were advertised on the City's website, Arizona Procurement portal, and in two local newspapers on August 28, 2023.

The advertisement stated the date and time proposals were due, the general nature of the services needed and instructions on how to submit the proposal. Formal solicitations were publicly opened and only the names of the firms were read aloud.

A total of four proposals were received: CBIZ Benefits & Insurance Services, Inc; Susan Posada Agency, Inc; The Mahoney Group, and Capital Financial, LLC.

Request for Proposals were evaluated by an evaluation committee and scored based in the following evaluation criteria:

- Proposal Format
- Qualifications, Experience and Expertise
- Method of Approach / Scope of Work
- Price Proposal
- Consultant Questionnaire
- Work Samples
- Interview

The results are attached for the Trustees' consideration of the most advantageous offer to the City of San Luis Employee Benefits Plan.

RECOMMENDATION / SUGGESTED MOTION:

**REQUEST FOR QUALIFICATIONS/PROPOSAL (RFQ/RFP)
EMPLOYEE HEALTH BENEFITS BROKER / CONSULTANT
RFQ/RFP-2023-01**

EVALUATION CRITERIA – (listed in relative order of importance)

A. Proposal Format	5%
B. Qualifications, Experience and Expertise	20%
C. Method of Approach / Scope of Work	20%
D. Price Proposal	25%
E. Consultant Questionnaire	10%
F. Work Samples	5%
G. Interview	15%

Note: For scoring purposes, percentages were converted to points (i.e., 5% is equal to 5 points, 20% is equal to 20 pts, etc.).

The "Equivalent to:" represents the number of points of each category.

To calculate the max. pts, we multiply the pts. assigned to each category by 5 (number of evaluators).

Example: Proposal format 5 pts. x 5 = 25 pts for that category.

Evaluators scored proposals individually.

Points given to the agency in each category resulted from the sum of the evaluator's scores.

Criteria	%	Equivalent to:	Max. pts. (5 evaluators)
Proposal Format	5%	5	25
Qualifications, Experience and Expertise	20%	20	100
Method of Approach / Scope of Work	20%	20	100
Price Proposal	25%	25	125
Consultant Questionnaire	10%	10	50
Work Samples	5%	5	25
Interview	15%	15	75
Total points	100%		500

CAPFI	SUSAN POSADA	CBIZ	THE MAHONEY GROUP
18	18	25	20
73	72	98	77
88	64	95	83
120	79	107	97
45	44	46	46
18	12	24	15
61	42	61	59
423	331	456	397
84.6%	66.2%	91.2%	79.4%

RFP

Consultant's Highlights

CAPFI		SUSAN POSADA, Inc	CBIZ	THE MAHONEY GROUP	
Cost	\$4700 monthly / \$56,400 annually	\$132,720 annually (\$32 per employee per month for medical + \$7.50 PEPM for other ancillary benefits)	Years 1 & 2 \$96,000 Years 3 & 4 \$102,000 Year 5 \$108,000	\$120,000 annually (\$35 PEPM for medical)	
Additional Costs	N/A - No additional costs	\$225 per hour	Hourly rate: Year 1 & 2 \$250/hr. - Consultant \$175/hr. - Support Staff Year 3 & 4 \$265/hr. - Consultant \$185/hr. - Support Staff Year 5 \$280/hr. - Consultant \$195/hr. - Support Staff per hour	Does not charge on an hourly basis. Additional projects (not in the scope of services) would be based on an agreed fee before work is done.	
Experience with:	Self-Funded Plans Mexico Network 45 Public sector clients Mainly School Districts	Self-Funded Plans Mexico Network 2 Gov clients Employee Benefit Trusts	Self-Funded Plans Mexico Network 25 Public Sector Clients (10 Local Gov. agencies) Employee Benefits Trusts	Self-Funded Plans Mexico Network 48 Self-Funded Clients (27 Gov. clients)	
Accessibility	Team	<p>Rob Brooks – Managing Partner. 22 years of experience in the industry. Reviews and analyzes benefits programs, negotiates carrier agreements and renewals.</p> <p>Jared Hancock – Partner. 27+ years serving in the self-funded health insurance area.</p> <p>Allison Parks – Senior Account Executive. Reviews and analyzes employee benefit programs, negotiates carrier agreements and renewals.</p> <p>Capfi is comprised of 18 members.</p>	<p>Susan Posada – Consultant. Has been serving clients since 1996 in the employee benefits industry. Expertise in employee benefits, financial analysis, plan design & implementation, and communication strategies.</p> <p>Ken McDonald & Raquel Gustafson – Provide support as needed.</p>	<p>Oscar Diaz – Vice President of Business Development and Consultant. Joined CBIZ in 1998 and has an extensive background in providing consulting services.</p> <p>Jennifer Aragon – Account Executive since 2012. Has knowledge and expertise in fully insured, level-funded and self-funded medical, dental, life and disability benefit plan as well as knowledge of wellness programs, EAP’s, COBRA, FSA, HAS, and ACA employer requirements.</p> <p>Debbie Jamison – 24 years of experience in health insurance. Knowledgeable in fully insured and self-insured medical plan. Experience in providing employee education in English and Spanish.</p> <p>Cameron Dugan – Provides analytic support to all CBIZ self-funded, public sector and governmental clients. Provides customized client reports.</p> <p>Anisa Karczynski- Wellbeing and Engagement Account Executive. Works to develop and implement evidence-based strategies to build and maintain a culture of total wellbeing based on client needs.</p> <p>Angela Schlosser – Claim advocate. Works with insurance carriers, providers and collection agencies to resolve all medical, dental and vision related claims issues on behalf of the client.</p>	<p>Seth Knowlton – Team Lead. Licensed Benefits Advisor for nearly 20 years and has been part of the Mahoney Group for 3 years.</p> <p>Mary Ann Pascoe- Acct. Executive. Handles new and renewed contracts. 30+ years of exp. working with TPAs in self-funding, claims processing, account management. Length of service with agency: 3 years.</p> <p>Jason Adrade – Compliance Leader. Specializes in self-funded clients and drives risk management strategies.</p> <p>Tammy Gutierrez – Compliance Leader. 30 years of experience in the insurance industry. Knowledge in operations and management, designing and administration of cafeteria plan, and COBRA. 19 years working with firm.</p> <p>Maren Honey – Compliance Specialist. 13 years of experience in HR and Employee benefit. Provides guidance on regulatory compliance. 1 year with firm.</p> <p>Kevin Derby – Strategic Data Analyst. 5 years of exp. in employee benefit analytics and specializes in self-funded department. 1 year with firm.</p> <p>Jay Rodriguez – Benefit Advisor (located in Yuma). Knowledgeable of Mexico coverage and of the local community. Mr. Rodriguez has worked with COSL, City of Somerton, COY and Yuma County. Length of service with agency: 2 years.</p> <p>Alex Jacobi – Voluntary Benefits and Technology Advisor. Executes voluntary benefits and enrollment technology. 3 years with firm.</p>
	Information	Market Analysis Actuarial and Data Analytics Customized Project Plan PPACA Updates and Advisory Resources PPACA Analysis Guide Employee Surveys Employee Videos and Communication	Regular review and Optimization Claims Management Compliance and Regulatory Updates Risk Mitigation Strategies Cost Containment Claims Data analysis Client & Employee Portal Newsletters On-site Open Enrollment meetings	Monthly medical, Rx, and Dental Financial Reports In-House Analytics and Actuarial team Annual Performance Review In-House Legislation team Compliance Newsletters and reminders Benefit Guides in English and Spanish Wellness Newsletters Open Enrollment Communication Open enrollment On-site meetings Trust Management Assistance	Data analytics team Provides tools and expertise in navigating ACA, ERISA, COBRA, and CAA Plan performance & Review Wellness Initiatives On-going support: Client services, Claim resolution, Compliance, Billing & Eligibility On-site meetings and employee education (English & Spanish). Benefit counselors for individual one-on-one employee meeting
Cultural Sensitive	Has worked with agencies in Yuma Co. Familiar with Siarmed and International Medical Solutions (IMS)	Consultant has worked with agency for 10+ years Familiar with Siarmed Bilingual representative	Familiar with International Medical Solutions(IMS). Bilingual representatives Current Broker for City of Nogales, which offers a Mexico Plan (IMS)	Benefit Advisor assigned to Yuma Office Familiar with IMS Bilingual/Bicultural Representative	
Start Date	As soon as the contract is awarded	As soon as the contract is awarded Current broker	As soon as the contract is awarded	As soon as the contract is awarded	

