

MINUTES
Special Meeting
City of San Luis Employee Benefit Trust
Council Chambers - City Hall
1090 E. Union Street
San Luis, AZ 85349
October 24, 2023
11:00 a.m.

1. CALL TO ORDER/ROLL CALL

Chairman Tadeo Azael De La Hoya called the meeting to order at approximately 11:05 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: Nieves Riedel, Mayor
Kay Macuil, City Attorney
Sonia Cornelio, City Clerk
Adela Cortez, Director of Human Resources
Antonio Maldonado, Video Production Specialist
Mary Barajas, Human Resources Coordinator
Monica Castro, Director of Finance
Olivia Jenkins, Operations Coordinator
Ruben Lopez, I.T. Technician

2. CONSENT AGENDA

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

MOTION: Chairman Tadeo Azael De La Hoya/Secretary Maria Sabori 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 ITEM:

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)

Ms. Adela Cortez, Director of Human Resources, explained that staff was instructed to conduct a survey and request proposals; an official Request For Qualifications was put together and a total of four (4) responses were received. The four (4) proposals were evaluated, reviewed and interviews were conducted on the four (4) vendors. She added that attached to the agenda item is an evaluation chart that outlines the results of the process. Staff is requesting approval for accepting and awarding a contract for Professional Services to the vendor as selected by the Board.

Secretary Maria Sabori asked what the standard formal process is for the award.

Ms. Cortez responded that the process is a selection similar to a recruitment where the candidate with the highest score would be the selection or recommended choice.

Vice Chairwoman Emma Torres commented that last week the Board saw the results and had the opportunity to view what each vendor is offering. She understood that staff would present a recommendation to the Board.

Ms. Jenny Torres, Acting City Manager, stated that staff included the evaluation and based on the points, staff recommends CBIZ as the consultant to proceed, however, it is up to the Board to decide if there is a deviation.

Chairman Tadeo Azael De La Hoya commented that their contract calls for a change on the Third Party Administrator (TPA) and asked if there will be a change of the TPA.

Ms. Cortez replied that there will not be a change of the TPA.

Chairman Tadeo Azael De La Hoya stated that the recommendation letters are dated 2020 and asked if staff called them just to verify they were doing a good job.

Ms. Cortez responded that staff had already done some research.

MOTION: Vice Chairwoman Emma Torres/Board Member Maria Gonzalez to recommend CBIZ as staff believes this is the best plan. Motion passed with four (4) ayes and one (1) nay by Chairman Tadeo Azael De La Hoya.

The vote was as follows:

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

Chairman Tadeo Azael De La Hoya asked if there is financial stability to do both at the same time, because they are starting and they will be paid by the city not the Trust.

Ms. Monica Castro, Director of Finance, indicated that of all the options, CBIZ was the only provider that did not want to negotiate or waive the fees, it will be \$48,000.00 more. She added that the Trust has a very healthy financial position to withstand additional charges. The only thing will be spending an additional \$48,000.00, but the Trust is in the capacity to withstand that additional funding and if that is the preference of the Board to go with that option, the Trust will have the funds to pay for that; therefore the Trust pays for it.

4. ADJOURNMENT

Chairman Tadeo Azael De La Hoya adjourned the meeting at approximately 11:12 a.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 24, 2023. I further certify that the meeting was duly called and held and that a quorum was present.

Sonia Cornelio, City Clerk