

### **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 a Special Employee Benefits Trust Board Meeting at 3:30PM., on December 2, 2025. 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 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/ Priscila Campa, Human Resources Generalist

### **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 Especial a las 3:30 PM, el día 2 de Diciembre, 2025. 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/ Priscila Campa, Generalista 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, December 2, 2025**  
**3:30PM**

**NOTICE:** 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 June 24, 2025
  
3. **DISCUSSION AND POSSIBLE ACTION ITEM:**
  
3. A. **EXECUTIVE SESSION**  
**(Vote to hold an Executive Session pursuant to A.R.S. §§ 38-431.03(A)(3), and (4))**  
Discussion and possible action to hold an executive session pursuant to A.R.S. § 38-431.03(A)(2), (3), and (4) on any and all matters regarding certain claims under the Employee Benefits Plans and discussion or consultation for legal advice with the City Attorney. **(Kay Marion Macuil, City Attorney)**
  
4. **MOTION TO GO BACK INTO SPECIAL SESSION**
  
5. **DISCUSSION AND POSSIBLE ACTION ITEM:**
  
5. A. Discussion and possible action on any and all matters regarding Resolution No. 2025-01. A Resolution of the Board of Trustees of the City of San Luis Employee Benefit Trust permanently barring a former broker from providing services to the Board; repealing conflicting provisions; and providing for severability. **(Kay Marion Macuil, General Council)**
  
6. **ADJOURNMENT**

**Special Employee Benefit Trust Board Meeting**

**2. A.**

Meeting Date: 12/02/2025

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Summary

**MINUTES OF:**

-Special meeting held on June 24, 2025

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Attachments

Minutes 6-24-25

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**MINUTES**  
**Special Meeting**  
**Employee Benefit Trust**  
**Council Chambers**  
**1090 E. Union Street**  
**San Luis, AZ 85349**  
**June 24, 2025**  
**11:30 a.m.**

**1. CALL TO ORDER/ROLL CALL**

Chairman Javier Vargas called the meeting to order at approximately 11:30 a.m.

**PRESENT:** Javier Vargas, Chairman  
Emma Torres, Vice Chairwoman – arrived at 11:38 a.m.  
Maria Sabori, Secretary  
Maria Gonzalez, Board Member

**ABSENT:** Gustavo McGrew, Board Member

**OTHERS PRESENT:** Adela Cortez, Director of Human Resources  
Kay Marion Macuil, City Attorney  
Sonia Cornelio, City Clerk  
Israel Lara, IT Technician  
Jenny Torres, Acting City Manager  
Jose Antonio Maldonado, Multimedia Production & Operations Specialist  
Mario Rodriguez, Finance Operations Manager  
Mary Barajas, Acting Human Resources Manager  
Olivia Jenkins, Administrative Services Manager  
Priscila Campa, Human Resources Coordinator

**2. CONSENT AGENDA**

**2. A. MINUTES OF**  
**-Special meeting held on April 23, 2025**

**MOTION:** Chairman Javier Vargas/Secretary Maria Sabori to approve the Consent Agenda.  
The motion passed unanimously.

The vote was as follows:

Javier Vargas, Chairman	Aye
Emma Torres, Vice Chairwoman	Aye
Maria Sabori, Secretary	Aye
Maria Gonzalez, Board Member	Aye

### 3. DISCUSSION AND POSSIBLE ACTION ITEMS:

#### 3. A. Discussion and action on any and all matters regarding a Request for Proposals for a Third-Party Administrator and Medical Provider Administrator for the Mexico Network. (Adela Cortez, Director of Human Resources)

Ms. Adela Cortez, Director of Human Resources, stated that staff is requesting approval to ask for a Request for Proposals (RFP) for a Third-Party Administrator and a Medical Provider Administrator for the Mexico Network. She informed that SIARMED, the Mexico Provider, has been providing its services to the city for over 15 years. She added that it is standard practice that when a company receives certain services, it is a good idea to have an RFP every five (5) years to ensure that the best services are provided. She stated that if this is approved, staff will put out the RFPs in January 2026, as the two (2) current agencies have a contract that expires on June 30, 2026.

Secretary Maria Sabori asked if staff are approved to conduct the RFPs, would SIARMED be allowed to submit its proposal, and inquired if the Third-Party Administrator would be for US and Mexico Coverage.

Ms. Cortez replied that SIARMED will be allowed to submit its RFP and informed that the Third-Party Administrator would be for both plans.

Chairman Javier Vargas asked if there have been any issues or complaints with SIARMED.

Ms. Cortez replied that a survey was conducted, but since the company has been providing the services for so long, staff want to ensure that employees are receiving the best services. She stated that SIARMED can submit a proposal, and it will be evaluated just like any other company that submits a proposal.

**MOTION:** Chairman Javier Vargas/Secretary Maria Sabori to approve the staff's recommendation and initiate the development of the Request for Proposals for a Third-Party Administrator and Medical Provider Administrator as presented. The motion passed unanimously.

The vote was as follows:

Javier Vargas, Chairman	Aye
Emma Torres, Vice Chairwoman	Aye
Maria Sabori, Secretary	Aye
Maria Gonzalez, Board Member	Aye

**3. B. Discussion and possible action on any and all matters regarding a Request for Proposals for a Third-Party Administrator and Medical Provider Administrator for the Mexico Network. (Maria Barajas, Acting Human Resources Manager)**

Ms. Maria Barajas, Acting Human Resources Manager, presented the two (2) new contracts that will take effect July 1, 2025. She informed that this is part of the renewal process, one contract will expire on June 30, 2025, which is the network contract. She presented three (3) different options; option #1 is for one (1) year and the fee per employee per month will be \$22.50; option #2 a two (2) year agreement, the fee will be \$22.50 for the first year and will increase to \$23.00 the 2<sup>nd</sup> year; and option #3 is a two (2) year contract with access fee of \$22.75 for two (2) years. Furthermore, she mentioned that since staff is requesting authorization from the board to go through the Request for Proposal Process, the benefits consultant is recommending a one-year contract, with option #1 providing flexibility to search for other networks available in the area. If not, staff can go back and renegotiate the fee for another year. She added that the other contract that is renewing is the Employee Assistance Program (EAP), which is with Uprise Health, and it is for a three-year term. The administrative service fee is \$1.91 per employee per month, which decreased from last year's agreement of \$2.39. The last contract is the Stop Loss Carrier Contract, which is renewed annually. This agreement includes a 16% increase in the individual Stop Loss premium, with a potential laser for \$200,000. A copy of all contracts is attached to the agenda item for reference.

Chairman Javier Vargas asked if the contract would be for 12 months.

Mr. Barajas replied that indeed the contract will be for 12 months, as it will be revised.

Ms. Adel Cortez, Director of Human Resources, explained that the insurance broker is recommending option #1 is because if the trust makes requests for proposals from other and decides to go with a different Third-Party Administrator (TPA) and the TPA may work with various networks, then Blue Cross Blue Shield will have to be changed. This is the reason staff do not want to get into a two (2) year contract, but once the TPA is selected and if they have no better networks that they work with, then a new agreement can be negotiated with Blue Cross Blue Shield.

**MOTION:** Secretary Maria Sabori/Board Member Maria Gonzalez to approve the new contract with Blue Cross Blue Shield of Arizona and select option #1 as presented; approve the new agreement with Uprise Health as presented; and approve the new contract with Ryan Specialty Benefits, as our Stop Loss Insurance Carrier, as presented. The motion passed unanimously.

The vote was as follows:

Javier Vargas, Chairman	Aye
Emma Torres, Vice Chairwoman	Aye
Maria Sabori, Secretary	Aye
Maria Gonzalez, Board Member	Aye

**4. EXECUTIVE SESSION**

**(Vote to hold and Executive Session pursuant to A.R.S. § 38-431.03(A)(2), (3), and (4)).**

**4. A.** Discussion and possible action to hold an executive session pursuant to A.R.S. § 38-431.03(A)(2), (3), and (4) on any and all matters regarding certain claims under the Employee Benefits Plans and discussion or consultation for legal advice with the City Attorney. **(Kay Marion Macuil, City Attorney)**

**5. ADJOURNMENT**

**MOTION:** Chairman Javier Vargas/Vice Chairwoman Emma Torres to adjourn the meeting at approximately 12:49 p.m. The motion passed unanimously.

The vote was as follows:

Javier Vargas, Chairman	Aye
Emma Torres, Vice Chairwoman	Aye
Maria Sabori, Secretary	Aye
Maria Gonzalez, Board Member	Aye

**APPROVED:**

\_\_\_\_\_  
Javier Vargas, 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 June 24, 2025. 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:** 12/02/2025

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

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#### ITEM:

##### EXECUTIVE SESSION

**(Vote to hold an Executive Session pursuant to A.R.S. §§ 38-431.03(A)(3), and (4))**

Discussion and possible action to hold an executive session pursuant to A.R.S. § 38-431.03(A)(2), (3), and (4) on any and all matters regarding certain claims under the Employee Benefits Plans and discussion or consultation for legal advice with the City Attorney. **(Kay Marion Macuil, City Attorney)**

#### SUMMARY:

The City Attorney can properly advise the Council 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)(3) and (4).**

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## AGENDA ITEM REVIEW FORM

### Special Employee Benefit Trust Board Meeting

5. A.

**Meeting Date:** 12/02/2025

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

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#### ITEM:

Discussion and possible action on any and all matters regarding Resolution No. 2025-01. A Resolution of the Board of Trustees of the City of San Luis Employee Benefit Trust permanently barring a former broker from providing services to the Board; repealing conflicting provisions; and providing for severability. **(Kay Marion Macuil, General Council)**

#### SUMMARY:

As a result of newly discovered information brought to the attention of the Board of Trustees of the City of San Luis Employee Benefits Trust ("Board") during an executive session on June 24, 2025, it is recommended that Susan Posada, along with any individuals acting working on her behalf, be permanently barred from providing services to the Board, the City of San Luis Employee Benefits Trust, and its Plan.

Resolution No. 2025-01 enacts this prohibition. The exhibit to the Resolution is a draft notification letter prepared by Outside Counsel Greg Ash. The Resolution also direct that the finalized letter be delivered to Ms. Posada to formally notify her of this action.

#### RECOMMENDATION / SUGGESTED MOTION:

**I MOVE TO APPROVE RESOLUTION NO. 2025-01 AS PRESENTED.**

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#### Attachments

Resolution No. 2025-01

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**Resolution No. 2025-01**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE CITY OF SAN LUIS EMPLOYEE BENEFIT TRUST PERMANENTLY BARRING A FORMER BROKER FOR THE BOARD FROM PROVIDING SERVICES TO THE BOARD; REPEALING CONFLICTING PROVISIONS; AND PROVIDING FOR SEVERABILITY.**

**BE IT RESOLVED** by the Board of Trustees of the City of San Luis Employee Benefit Trust:

**Section 1:** As a result of newly discovered information, of which the Board of Trustees of the City of San Luis Employee Benefit Trust (“Board”) first became aware during an executive session meeting on June 24, 2025, Susan Posada and any individuals working on her behalf are ordered to be permanently barred from providing services to the Board and the City of San Luis Employee Benefit Trust and its Plan.

**Section 2:** The draft letter attached as Exhibit A, by this Resolution, is ordered to be finalized in substantially the same form and delivered to notify Ms. Posada of the Board’s decision.

**Section 3:** If a conflict arises between the provisions of this Resolution and any other action of the Board, the conflicting provisions are amended, superseded, and replaced, and this Resolution shall govern.

**Section 4:** If any section, paragraph, clause, or provision of this Resolution shall, for any reason, be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Resolution.

**PASSED, ADOPTED, and APPROVED** by the Board of Trustees for the City of San Luis Employee Benefit Trust in Yuma County, Arizona this \_\_\_\_ day of September 2025.

**CITY OF SAN LUIS EMPLOYEE  
BENEFIT TRUST**

\_\_\_\_\_  
Javier Vargas, Chairman

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Sonia Cornelio, City Clerk

\_\_\_\_\_  
Kay Marion Macuil, General Counsel

# Exhibit A



SpencerFane

GREG ASH  
DIRECT DIAL: 913-327-5115  
gash@spencerfane.com

File No. 5521085.0001

August 25, 2025

Susan Posada, President  
Susan Posada Agency, Inc.  
3575 N 3rd Street  
Phoenix, AZ 85012

**Re: Permanent Bar from Providing Services to the Board of Trustees of  
the City of San Luis Employee Benefit Trust and Plan**

Dear Ms. Posada:

This law firm represents the Board of Trustees of the City of San Luis Employee Benefit Trust (the "Board" or "Trustees"). The Trustees have directed me to notify you that, as a result of newly discovered information, of which the Board first became aware during an executive session meeting on June 24, 2025, you, and any individuals working on your behalf, are permanently barred from providing services to the Board and to the City of San Luis Employee Benefit Trust and Plan. Enclosed with this letter is a copy of the Board's resolutions memorializing this decision.

Sincerely,

Gregory L. Ash

GLA/acr  
Enclosure

cc: Board of Trustees (via email)  
Kay Marion Macuil (City Attorney) ([KMacuil@SanLuisAZ.gov](mailto:KMacuil@SanLuisAZ.gov))  
Adela Cortez (Human Resources Director) ([ACortez@SanLuisAZ.gov](mailto:ACortez@SanLuisAZ.gov))  
Roula Encinas (Finance Director) ([REncinas@SanLuisAZ.gov](mailto:REncinas@SanLuisAZ.gov))  
Jenny Torres (Acting City Manager) ([JTorres@SanLuisAZ.gov](mailto:JTorres@SanLuisAZ.gov))