**Oklahoma Higher Education Employees Insurance Group**

a/k/a OKHEEI Group

**Minutes of Regular Meeting**

State Regents

655 Research Parkway

Oklahoma City, Oklahoma

Video Conferencing Sites:

**East Central University**

Science Hall, Room 309

1100 E 14th St

Ada, OK 74820

(580) 559-5539

Attendees: Jessica Kilby, Dawn Thurber, Lynn Lofton, Rhonda Kinder, Rob Thompson

**Western Oklahoma State College**

Main Building, Room HLC116

2801 N Main St

Altus, OK 73521

(580) 471-6994

Attendees: April Nelson, Tricia Latham

**Thursday, November 10, 2016**

**10:00 a.m.**

1. **Announcement of Filing Meeting Notice and Posting of the Agenda in Accordance with the Open Meeting Act.**

The OKHEEI Group Board of Trustees met in special session at 10:00 a.m., November 10, 2016, at State Regents, 655 Research Parkway, Oklahoma City, Oklahoma. Notice of the meeting had been properly filed with the Secretary of State by December 15, 2015 and a copy of the Agenda posted by 10:00 a.m., in compliance with the Open Meeting Act.

* 1. **Call meeting to order**

Chair Dennis Westman (MSC) called the meeting to order at 10:01 a.m.

* 1. **Attendance**

**The following OKHEEI Board of Trustees were present:**

Jessica Kilby, East Central University – via iTV

Dennis Westman, Murray State College

Designee Christy Landsaw, Northeastern State University

Anita Simpson, Northern Oklahoma College

David Pecha, Northwestern Oklahoma State University

Jena Marr, Redlands Community College

Krista Norton, Rose State College

Sheridan McCaffree, RUSO Administrative Office

Designee Courtney Jones, Seminole State College

Dennis Westman, Southeastern Oklahoma State University

Brenda Burgess, Southwestern Oklahoma State University

Patti Neuhold, University of Central Oklahoma

Tricia Latham, Western Oklahoma State College – via iTV

**The following Trustees were absent:**

None

**The following guests were present:**

Nancy Gerrity, RUSO

Whitney Popchoke, OKHEEI/RUSO

Shannon Cranford, Northern Oklahoma College

Lee Camargo-Quinn, University of Central Oklahoma

Lisa Harper, University of Central Oklahoma

Diane Feinberg, University of Central Oklahoma

Misty Treas, Murray State College

Marjorie Robertson, Southeastern Oklahoma State University – via iTV

Dorothy Owens, Southeastern Oklahoma State University – via iTV

Debbie Maness, Southeastern Oklahoma State University – via iTV

Jennifer Moore, Southeastern Oklahoma State University – via iTV

Kim Andrade, Redlands Community College

Lynn Lofton, East Central University – via iTV

Rhonda Kinder, East Central University – via iTV

Dawn Thurber, East Central University – via iTV

Rob Thompson, East Central University – via iTV

Justin Kaipus – USI

* 1. **Approval of minutes of 10.06.2016 OKHEEI Board Meeting.**

Anita Simpson (NOC) made the motion, seconded by Jena Marr (RCC), to approve the minutes of the October 6, 2016 Meeting.

**Voting for the motion:**

Jessica Kilby, East Central University – via iTV

Dennis Westman, Murray State College

Designee Christy Landsaw, Northeastern State University

Anita Simpson, Northern Oklahoma College

David Pecha, Northwestern Oklahoma State University

Jena Marr, Redlands Community College

Krista Norton, Rose State College

Sheridan McCaffree, RUSO Administrative Office

Designee Courtney Jones, Seminole State College

Dennis Westman, Southeastern Oklahoma State University

Brenda Burgess, Southwestern Oklahoma State University

Patti Neuhold, University of Central Oklahoma

Tricia Latham, Western Oklahoma State College – via iTV

**Voting against the motion:** None

**Abstaining:** None

* 1. **Approval of minutes of 10.27.2016 OKHEEI Special Board Meeting.**

Sheridan McCaffree (RUSO) made the motion, seconded by Jena Marr (RCC), to approve the minutes of the October 27, 2016 Special Meeting.

**Voting for the motion:**

Jessica Kilby, East Central University – via iTV

Dennis Westman, Murray State College

Designee Christy Landsaw, Northeastern State University

Anita Simpson, Northern Oklahoma College

David Pecha, Northwestern Oklahoma State University

Jena Marr, Redlands Community College

Krista Norton, Rose State College

Sheridan McCaffree, RUSO Administrative Office

Designee Courtney Jones, Seminole State College

Dennis Westman, Southeastern Oklahoma State University

Brenda Burgess, Southwestern Oklahoma State University

Patti Neuhold, University of Central Oklahoma

Tricia Latham, Western Oklahoma State College – via iTV

**Voting against the motion:** None

**Abstaining:** None

1. Nancy Gerrity, RUSO, discussed the need to modify the October 6th vote for changes in gender assignment coverage since it was decided by the RUSO General Counsel that OKHEEI does have to abide by Section 1557 of the IRS Code.

Sheridan McCaffree (RUSO) made the motion, seconded by David Pecha (NWOSU) to cover all medically necessary gender assignment surgery as required.

**Voting for the motion:**

Jessica Kilby, East Central University – via iTV

Dennis Westman, Murray State College

Designee Christy Landsaw, Northeastern State University

Anita Simpson, Northern Oklahoma College

David Pecha, Northwestern Oklahoma State University

Jena Marr, Redlands Community College

Krista Norton, Rose State College

Sheridan McCaffree, RUSO Administrative Office

Designee Courtney Jones, Seminole State College

Dennis Westman, Southeastern Oklahoma State University

Brenda Burgess, Southwestern Oklahoma State University

Patti Neuhold, University of Central Oklahoma

Tricia Latham, Western Oklahoma State College – via iTV

**Voting against the motion:** None

**Abstaining:** None

1. Agency Special Accounts (ASA)
   1. All institutions reported that they either have board approval to be self-funded and to apply for an ASA or will have their board meeting within the next week to get approval for these two items.

All institutions are working on their ASA application. We received confirmation from OMES that specific account codes need to be on the application. Whitney Popchoke, OKHEEI, will revise the ASA Application template that UCO sent and re-send to all of OKHEEI.

All institutions will send Whitney Popchoke, OKHEEI, the following by November 22, 2016 to review and forward to the Chancellor for approval.

* Proof of governing board approval of self-insurance
* Proof of governing board approval of ASA
* Letter of Designation by President of Institution
* ASA Application
  1. Because it was not yet necessary to do an RFP for an annual auditor, Brenda Burgess, SWOSU, volunteered in the interim to collect monthly 790 statements and review for appropriate use. SWOSU will then send a summary of funds to all of OKHEEI.

Institutions will have to send Brenda Burgess, SWOSU, their 790 statements on a monthly basis for their analysis.

Whitney Popchoke, OKHEEI, will send the total weekly claim amounts, along with the pro-rata amounts to all of OKHEEI on a weekly basis.

* 1. The opinion that is needed based on Oklahoma State Insurance Code 36 O.S. 607.1 (b)&(c) for an actuarial audit is included in USI’s cost, so an additional actuary isn’t needed.
  2. It was not yet necessary to do an RFP for a vendor for financial statements.

1. Justin Kaipus, USI, discussed a presentation entitled November 2016 Board Meeting. Correction to the available Wellness Funds – Northeastern has claimed all of their funds.
   1. SunLife and BCBS have agreed to process stop-loss claims for OKHEEI directly between the two vendors prior to claims being sent to OKHEEI for payment.
2. David Pecha (NWOSU) made the motion, seconded by Patti Neuhold (UCO) to begin the RFP process for a new broker with UCO “spearheading” the process.

**Voting for the motion:**

Jessica Kilby, East Central University – via iTV

Dennis Westman, Murray State College

Designee Christy Landsaw, Northeastern State University

Anita Simpson, Northern Oklahoma College

David Pecha, Northwestern Oklahoma State University

Jena Marr, Redlands Community College

Krista Norton, Rose State College

Sheridan McCaffree, RUSO Administrative Office

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Dennis Westman, Southeastern Oklahoma State University

Brenda Burgess, Southwestern Oklahoma State University

Patti Neuhold, University of Central Oklahoma

Tricia Latham, Western Oklahoma State College – via iTV

**Voting against the motion:** None

**Abstaining:** None

1. **Chair’s Report**

None

1. **OKHEEI Board Member’s Comments and Announcements**

None

1. **New Business**

None

1. **Adjournment**

Patti Neuhold (UCO) made a motion, seconded by Sheridan McCaffree (RUSO) to adjourn the meeting.

**Voting for the motion:**

Jessica Kilby, East Central University – via iTV

Dennis Westman, Murray State College

Designee Christy Landsaw, Northeastern State University

Anita Simpson, Northern Oklahoma College

David Pecha, Northwestern Oklahoma State University

Jena Marr, Redlands Community College

Krista Norton, Rose State College

Sheridan McCaffree, RUSO Administrative Office

Designee Courtney Jones, Seminole State College

Dennis Westman, Southeastern Oklahoma State University

Brenda Burgess, Southwestern Oklahoma State University

Patti Neuhold, University of Central Oklahoma

Tricia Latham, Western Oklahoma State College – via iTV

**Voting against the motion:** None

**Abstaining:** None

**Chair Dennis Westman (MSC) adjourned the meeting at 11:44 a.m.**