

Oklahoma Higher Education Employees Interlocal Group
a/k/a OKHEEI Group

Minutes of Regular Meeting to be held at
Rose State College
Professional Training & Education Center
1720 Hudiburg Dr, Room 114
Midwest City, OK 73110

Thursday, January 9, 2020
10:45 am

Western Oklahoma State University
Business Office Conference Room
2801 N Main St
Altus, OK 73521
Attendee: Melissa McMahon

Northern Oklahoma College
Vineyard Library, Room 106F
1220 E Grand Ave
Tonkawa, OK 74653
Attendee: Shannon Cranford

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

The OKHEEI Group Board of Trustees met in regular session at 10:45 a.m., January 9, 2020, at Rose State College, Professional Training & Education Center, 1720 Hudiburg Dr., Room 114, Midwest City, Oklahoma 73110. Notice of the meeting had been properly filed with the Secretary of State on December 11, 2019 and a copy of the Agenda posted by 10:45 a.m. on January 8, 2020, in compliance with the Oklahoma Open Meeting Act.

a. Call meeting to order

Dennis Westman (SEOSU) called the meeting to order at 10:47 a.m.

b. Attendance

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

Jessica Kilby, East Central University
Justin Cellum, Murray State College
Christy Landsaw, Northeastern Oklahoma State University (ZOOM)
Designee Shannon Cranford, Northern Oklahoma College (ZOOM)
David Pecha, Northwestern State University
Jena Marr, Redlands Community College
Krista M. Norton, Rose State College
Designee Debra Lyon, RUSO Administrative Offices
Tony Crouch, Seminole State College
Dennis Westman, Southeastern Oklahoma State University
Brenda Burgess, Southwestern Oklahoma State University
Melissa McMahon, Western Oklahoma State College (ZOOM)

The following Trustees were absent: None

The following guests were present:

Kimberly Morrella, BCBS

Carrie Cox, NFP
David Machino, NFP
Misty Treas, Murray State College
Ty Anderson, East Central University
Courtney Jones, Seminole State College (ZOOM)
Debbie Maness, Southeastern Oklahoma State University (ZOOM)
Kelly Larkin, Northern Oklahoma College (ZOOM)
April Nelson, Western Oklahoma State College (ZOOM)
Cheryl Ellis, Northwestern Oklahoma State University (ZOOM)
Jean Logue, Northeastern Oklahoma State University (ZOOM)

2. Discussion and possible action regarding classification of expenses per Chart of Expenses as presented

Clarification of the COBRA premium payment process was requested and discussed. TBX, as the COBRA administrator for OKHEEI, forwards to SWOSU the premiums collected for medical, vision and dental benefits. Medical premiums are deposited by SWOSU into the 790 fund. Vision and dental premiums are paid directly to the carriers by SWOSU.

Brenda Burgess presented the Chart of Expenses as a reference document intended to ensure the trust is appropriately funded by each institution. An updated Chart, to include The Zero Card administrative fees and stoploss fees, as well as removing actuarial and audit costs being paid from the 790 fund, will be presented at the next Board meeting for approval.

3. Discussion and possible action subsequent to an update of the trust administrator RFP status.

A request for proposal for trust administration services will be completed and published with a response deadline of February 14th, 2020. A review of responses as well as any requested presentations will be conducted at the March 4th, 2020 meeting.

4. Discussion and possible action regarding review of non-claims related expenses

NFP provided guidance regarding fees included in 2020 plan year medical premium equivalents. OKHEEI 2020 premium equivalents account for the following PEPM fees:

- BCBS admin fee: \$42.15
- Stoploss fee: \$41.48
- The Zero Card administrative fee: \$75
- COBRA administration fee: \$.80
- TBX benefit administration fee: \$3.00

Jena Marr left the meeting at 11:50 a.m.

5. Discussion and possible action regarding HIPAA compliance and training.

Dennis Westman left the meeting at 12:12 p.m., returned at 12:16 p.m.

Debra Lyon presented two proposals for HIPAA compliance and training services.

Jessica Kilby (ECU) made a motion, seconded by Tony Crouch (SSC), to accept the proposal from TotalHIPAA.

Voting for motion:

Jessica Kilby, East Central
Justin Cellum, Murray State College
Designee Shannon Cranford, Northern Oklahoma College (ZOOM)
David Pecha, Northwestern State University
Krista M. Norton, Rose State College
Designee Debra Lyon, RUSO Administrative Offices
Tony Crouch, Seminole State College
Dennis Westman, Southeastern Oklahoma State University
Brenda Burgess, Southwestern Oklahoma State University
Melissa McMahon, Western Oklahoma State College (ZOOM)

Voting against the motion: None

6. Chair's Report

None to report

7. OKHEEI Board Member's Comments and Announcements

None to report

8. New Business

None to report

9. Adjournment

Jessica Kilby (ECU) made a motion to adjourn, seconded by Krista M. Norton (RSC).

Voting for motion:

Jessica Kilby, East Central
Justin Cellum, Murray State College
Designee Shannon Cranford, Northern Oklahoma College (ZOOM)
David Pecha, Northwestern State University
Krista M. Norton, Rose State College
Designee Debra Lyon, RUSO Administrative Offices
Tony Crouch, Seminole State College
Dennis Westman, Southeastern Oklahoma State University
Brenda Burgess, Southwestern Oklahoma State University
Melissa McMahon, Western Oklahoma State College (ZOOM)

Voting against the motion: None

Dennis Westman adjourned the meeting at 12:27 p.m. on January 9, 2020.