



College-Wide Benefits Committee

Minutes of the Meeting November 17, 2015

I. Call to Order/Introductions

The first meeting of the year was called to order at 1:33 pm.

II. Committee Members

<u>CSEA</u>	<u>Faculty Association</u>	<u>Administration</u>
Willis Barton	Mario Martinez, Co-Chair	Marcy Wade, Co-Chair
Anna Rojas	Peter Morse	Sherri Lee-Lewis
Robert Villanueva	Linda Sinclair	Charlie Yen

Resource Staff: Laurie Heyman, Recording Staff Assistant
Lugina Rogers, HR Analyst-Leaves & Benefits

Guests: Carla Spalding, Administration Alternate
Heather Memarian, HR Benefits Support Technician
Alysha LaScalza, HR Benefits Specialist

Absent: Sherri Lee-Lewis, Dean-HR

III. Review and Approval of Minutes from Prior Meeting

Minutes of September 22, 2015

Motion to Approve: Peter Morse

Seconded: Robert Villanueva

Vote: Aye: 8

No: 0

Abstain: 0

IV. Business

1. Introduction of the HR Benefits Team.
2. Delta Dental Plan
 - i. For existing PPO participants, the change in PPO plan will be automatic and effective January 1, 2016.
 - ii. For existing HMO Delta Dental plan participants, there will be a special enrollment held February 17-26, 2016.

1. In January, 2016: a targeted correspondence plan including home mailer and email.
2. HMO plan participants changing to PPO will be effective March 1, 2016.
- iii. Collective bargaining units are asked to notify their constituents of the plan changes and to watch for the mailings.
- iv. Dental plan enrollment dates will be emailed to committee members.

3. Long-term Care Insurance

- i. Presented by Karen Perry, broker (Marblestone Insurance Services, Inc.)
- ii. July 5, 2011: Board of Trustees approved agreement with Transamerica Insurance:

“A Voluntary Long Term Care Insurance Program (VLTICIP), vetted by the College-wide Benefits Committee, will be offered to all full-time and part-time employees who work a minimum of 20 hours/week. Group discount rates will apply for all benefits-eligible employees. The District will not incur any cost for this insurance program; all costs will be borne by the employees who sign up for the insurance coverage. The Broker will meet individually with applicants to discuss their options prior to the end of the 90-day enrollment period. Program announcement and education efforts shall be via email, home mailing and on campus workshops.

It is anticipated that the enrollment period will begin August 25, 2011 and end mid-November 2011. Employees will make arrangements to pay for this coverage out of their own personal accounts. The effective date of insurance will be approximately four weeks after close of enrollment period.”

- iii. PROPOSED Roll Out of offered program in 2016 will be similar structure as what transpired in 2011:
 1. Home letter mailed
 2. Email program using customized, weekly email communication pieces designed to educate and inform eligible employees about long-term care insurance. This email schedule is necessary to the success of the program.
- iv. Program features for Voluntary Long Term Care Insurance :
 1. Full-time employees between the ages of 18 and 65 are eligible for Simplified Enrollment (9 health questions)
 2. Family members eligible to enroll (some restrictions apply regarding age and relationship); this group will undergo full underwriting.
 3. Payroll deduction available (tenthsly)

4. Portable – plan belongs to the employee, not the district.
5. Plans are customizable based on individual needs
6. Spousal discounts available

Motion:

The Benefits Committee recommends that the Long-term Care Insurance program, as offered under the current Transamerica Insurance agreement, be made available to all eligible full-time and part-time employees during the Spring 2016 semester.

Motion to Approve: Peter Morse

Seconded: Mario Martinez

Vote: Aye: 8

No: 0

Abstain: 0

4. First Schools Credit Union
 - i. Benefits team will research adding First Schools Credit Union as an approved vendor for 403B and 457 programs (through LACOE).

V. New Business

1. Status report regarding
 - a. Delta Dental Plan enrollment;
 - b. Long-term Care Insurance rollout.

VI. Dates for Next Meetings

Monday, February 22, 2016	1:30 p.m. to 3:00 p.m.	Location Pending
Tuesday, March 29, 2016	1:30 p.m. to 3:00 p.m.	Location Pending
Tuesday, April 19, 2016	1:30 p.m. to 3:00 p.m.	Location Pending

VII. Adjournment

Motion to adjourn.

Motion to Approve: Linda Sinclair

Seconded: Mario Martinez

Vote: Aye: 8

No: 0

Abstain: 0

Meeting adjourned at 2:55 pm