



**IMPERIAL VALLEY COLLEGE
INSURANCE COMMITTEE
Unadopted Minutes
Monday, October 8, 2007
1:00 p.m., IVC Transfer Center**

Members Present:

√ John Lau, VP for Business Services
√ Travis Gregory, Associate Dean of HR Resources
_ Carlos Fletes, Director of Fiscal Services
_ Frances Beope, CTA Representative
_ Gloria Carmona, CTA Representative
√ Lorraine Mazeroll, CTA Representative

Recorder: Mary Carter

√ Chris Mays, CSEA Representative
√ Bertha Ortega, CSEA Representative
√ Gail Parish, CSEA Representative
√ Zula Hartfield, CMCA Representative
_ Jim Pendley, Certificated Retiree Rep.
√ Shirley Hofer-Bell, Classified Retiree Rep

Consultants: Julie Revoir and Marie Ruiz, Keenan and Associates; Mary Bell, Payroll/Benefits Coordinator

The meeting was called to order at 1:10 p.m. by John Lau, committee chair.

1. **Approval of minutes: M/S/C Parish/Mays to approve the minutes of the April 2, 2007, May 3, 2007 and September 19, 2007 meetings as presented.**
2. **Communications regarding Health Benefits:** John Lau reported that he, Travis Gregory, and Julie Revoir met since the last committee meeting to discuss ways to enhance communication regarding health benefits to employees and retirees. Some of the items discussed were:
 - a. Increase frequency of claims resolution days
 - b. Have meetings for new hires to learn about their benefits
 - c. Centralize the point of contact for benefits
 - d. Publicize the "Personal Choices" link on the Benefits web page
 - e. Publish a benefits e-newsletter
 - f. Hold a Health Fair
 - g. Implement the of "Benefit Bridge" software for more timely enrollment of new hires (one year away)
 - h. Survey employees on their benefit needs and using "Survey Monkey". Travis Gregory will send the committee a draft of the employee survey for input before the survey goes out. The survey will be sent out in the name of the Committee.
 - i. Use of educational posters.

The committee discussed some current issues:

- New hires need to know when their benefits start.
- Insurance cards for new hires go to the address listed on the enrollment form, often the new hires uses his or her current (out-of-town) address. If the cards are sent to an old address, it takes much longer for the employee to get the cards.
- For dependents who are college students, verification of full time enrollment is required every year. If the verification is given to Mary Bell, Delta Dental and VSP will also be

notified. If the verification is sent directly to Blue Cross by the employee, there is no notification to Delta Dental or VSP.

- If a dependent is married, they are no longer eligible for benefits.
- The time limit for new enrollees is 30 days, otherwise they have to wait for the next open enrollment period.
- Employees need to feel ownership in the plan and be educated on the cost of their benefits. Human Resources will be working on sending each employee a "Total Compensation" letter.
- There will be a Keenan Health Care Summit on November 7-8 that someone from the committee should attend.

3. Next meeting: **Monday, October 29 at 1:00 p.m.** to review the 2006 Medical Utilization Report with Mike Davis, Keenan underwriter.

Meeting adjourned at 2:00 p.m.