

**Minutes of the Monthly Meeting of the
Conroe ISD Employee Benefits Committee
January 14, 2009**

The Conroe ISD Employee Benefits Committee Meeting was called to order by Chris Kattner at 4:10 pm. The following members were present: Labana Berry, Beth Blevins, Debbie Burns, Shelly Cartwright, Ki Clarke, Dan Cox, Lee Dowden, Janet Emmons, Helia Fischer, Donna Fisher, Miriam Floyd, Michael Flynn, Michelle Forrest, Roger Garvey, Charlanna Hooker, Sarah Johnson, Chris Kattner, Susan Law, Tiffany Mattfeld, Brenda Meadows, John Nabors, Jan Protteau, Olivia Ramon, Darrin Rice, Rhonda Tate, Tricia Thacker, Kent Van Wey, and Randy Wylie. Also present were Wayne Parker from Aetna, Terry Brown, Consultant, and Dawson Schnautz and Mack Whiteman from First Financial Administrators.

The meeting was opened by Roger Garvey. The committee approved the minutes of the November 12, 2008 meeting.

Darrin Rice provided a report on the status of the Self-Funded Insurance Plan. Darrin reported that the fund has a positive balance of \$302,896 through the first four months of the plan year. For December, the fund ended the month with a negative balance of \$270,760.

Chris Kattner reported on the district's health fair held on January 10, 2009 at The Woodlands College Park High School. He noted that about 200 employees were in attendance and some brought family members. He reported that the evaluations completed by the participants and vendors were very positive and that we look forward to an even better health fair next year.

Wayne Park, from Aetna, presented an online tutorial of Aetna Navigator designed for CISD employees. A link will be placed on the CISD website for this tutorial which will instruct employees and covered dependents on how to create an Aetna Navigator account. The tutorial also provides examples of services available to employees through the website.

Dawson Schnautz, from First Financial, explained the purpose of the 457 letters that were mailed to employees this week. He noted that CISD has contracted with First Financial to be the third party administrator for the district's 457 and 403(b) plans. The 457 letter was mailed to all employees explaining that the district is implementing a new 457 plan with new vendors. Contributions can continue with the existing vendors through August 31, 2009. The two new providers of 457 plans are Life Insurance Company of the Southwest (LSW) and Fidelity Investments. The LSW plans are available now, but Fidelity contributions probably won't be available until April 2009. Dawson also reported that Vanguard has agreed in principle to be a 403(b) provider and hopefully will be added to the plan soon. Employees will need to complete new salary reduction agreements to restart 403(b) deductions for plans like Vanguard that were stopped in the absence of information sharing agreements.

Terry Brown provided a brief update on the request for proposals for third party administrator of our self-funded plan. The notice request is still in the draft stage, but will officially be posted in the next month. Terry mentioned that we may also consider the plan offered by TRS if they are interested in our business.

Terry and Dawson reported that they will have a recommendation at the February meeting to provide an alternative to the life insurance coverage presently provided by Trustmark.

The next Employee Benefits Committee meeting will be held Wednesday, February 11, 2009, at 4:00 p.m. in the Large Conference Room at the CISD Administration Building.

The meeting adjourned at 5:10 pm.