

# **Minutes of the Monthly Meeting of the Conroe ISD Employee Benefits Committee November 10, 2021**

Tiffany Mattfeld called the meeting to order at 4:02 p.m. The following members were present via a Zoom webinar: Jamie Almond, Karen Brown, MaryEllen Bryant, Debbie Burns, Shelly Cartwright, Courtney Collatos, Stephanie Cooke, Cheryl Dentler, Jada Dyson, Caitlin Garrett, Paula Green, Joni Hamilton, Lanell James, Tami Lowrie, Christell Marshall, Tiffany Mattfeld, Melissa Mitchell, Heather Paugh, Debbie Petry, Darrin Rice, Julie Roth, Yaddira Smalls, Brandon Stiles, and Dale Ward.

Also in attendance were: Mack Almendarez (First Financial Administrators), Kizzy Brooks (CISD Benefits/Leave), Marcy Egras (UnitedHealthcare), Emily Fertitta (Gallagher Benefit Services), Karen Garza (CISD Finance), Ruth Martinez (UnitedHealthcare), Maggie Parker (Gallagher Benefit Services), Dawson Schnautz (First Financial Administrators), Troy Tucker (Kelsey-Seybold), and Judy Wold (CISD Benefits).

## **Welcome – Julie Roth**

Julie welcomed Committee members and guests to the meeting.

## **Approval of Meeting Minutes – Julie Roth**

The minutes from the October 2021 meeting were approved.

## **Electronic Leave Applications – Tiffany Mattfeld**

Tiffany shared that the HR department has been working to move from paper leave of absence forms to an electronic leave of absence process, which will make it easier for employees to request leave. District policy requires employees to submit a leave application if they are absent five or more consecutive workdays because of personal or family illness.

The processes that are changing are how the application is submitted to HR, how location administrators will sign page one of the application, and how employees will submit a paid leave election for workers' compensation.

New applications will be created in the District's electronic Leave site using a "Leave of Absence" app within the CISD SSO Portal. Employees will enter the required information such as the start date, end date, return date, and leave reason, then electronically sign the form using their EIN, the last four digits of their SSN, and their CISD username.

After a leave application is submitted, an employee will receive an email with instructions for submitting medical certification or other documentation based on the reason for the request. The designated location administrator will receive an email that the employee has requested leave, and they will electronically acknowledge the request. No personal health information will be disclosed to the location. The CISD Leave Office will then respond to the leave request within the required five business days of receiving certification/documentation, or once the 15-day deadline for submitting required information has passed.

Employees will submit paid leave elections for workers' compensation in the electronic Leave site by using the same "Leave of Absence" app in the CISD SSO Portal. Similar to leave applications, employees will enter the required information (i.e. their option to use a specific number of available days, all available days, or no available days), then they will electronically sign the form using their EIN, the last four digits of their SSN, and their CISD username.

The anticipated launch date for the new system is January 2022, and information will be included in the District newsletter, as well as the Human Resources website.

### Financial Report on Self-Funded Health Insurance – Karen Garza

Total revenue for October 2021 was \$4,507,735 and total expenses were \$4,403,270, which resulted in a plan surplus of \$104,465. Year to date for the 2021-2022 school year, total revenue is \$8,887,048 and total expenses are \$9,539,584, resulting in a negative fund balance of \$652,536.

The total number of visits to the CISD Employee Health & Wellness Center for the month of October was 331, for a total number of visits of 717 year-to-date.

### Health Plan Administration – Darrin Rice

Darrin shared the process that CISD will go through for the upcoming health plan RFP process, including the timeline, steps, and important attributes the committee will look for in a successful health plan administrator candidate. It is anticipated that the Board of Trustees will award the RFP in March 2022.

### Extended Sick Leave – Darrin Rice and Tiffany Mattfeld

Darrin reviewed the presentation he made at the October meeting about the history of Extended Sick Leave (ESL), the recommended changes, the number of local days available to employees, and the importance of being a District that can attract and retain the best employees.

The committee discussed these items, and it was recommended that ESL be discontinued effective the start of the 2023-2024 school year, that the number of local leave days be increased to five, six, and seven days (based on work schedule), that employees be allowed to carry over unused local leave days beginning with the 2021-2022 school year, and that employees be allowed to receive payment for unused local leave days when they separate employment from CISD (up to \$5,000). The Employee Benefits Committee unanimously approved these recommendations, and the recommendations will be presented to the Board of Trustees at the December 2021 meeting.

### Representative Reports

**First Financial Administrators – Dawson Schnautz and Mack Almendarez:** Nothing to report.

**UnitedHealthcare – Marcy Egras:** Marcy shared a presentation about behavioral/mental health options for employees and their family members that are available through UHC.

**Kelsey-Seybold – Troy Tucker:** Nothing to report.

**Gallagher Benefit Services – Maggie Parker:** Maggie shared that they've started on initial fiscal year budget discussions with CISD, and then they completed preparation work for the health plan RFP.

### Other Issues

No additional issues

### Agenda Items for Next Meeting – Tiffany Mattfeld

Tiffany asked that any agenda items for our next meeting be emailed to her directly.

### Adjournment

5:08 p.m.