

# REMIF Self-Insurance Committee Minutes

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Date: May 23, 2019

Time: 2:00 p.m.

Telephonic Committee Meeting

Dial In: (646) 664-4400/ Conference ID: 17171#

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## AGENDA

Call to Order: 2:05 p.m.

### I. ROLL CALL

#### A. Present:

- i. Amy Northam, REMIF
- ii. Danette Demello, Arcata
- iii. James Leon, Town of Windsor
- iv. Kelly Buendia, Lakeport
- v. Stephane Garrabrant-Sierra, Willits

#### B. Also in attendance:

- i. Royann Franchini, RealCare

#### C. Absent:

- i. Sheri Mannion, Ukiah
- ii. Pat O'Brien, RealCare

### II. APPROVAL OF MINUTES

#### A. Meeting of February 28, 2019, March 14, 2019, April 11, 2019 and May 9, 2019

- i. Arcata moved to approve; Willits seconds; motion carried

### III. ITEMS FOR DISCUSSION

#### A. EnvisionRx Potential Plan Changes for FY 19/20 – **Action Item** – Attachment

##### i. Non-Essential Drug draft letters

##### 1. Letters With and Without Claims:

- a. Change wording on letters if necessary.
- b. Stephanie understood the drugs were to be prescribed with or without medical necessity.
- c. RealCare to confirm with EnvisionRx the process on getting medical necessity and drug approval.
- d. Bring revised draft letters back to the Committee at the 6-13-19 meeting.

##### ii. 90 day maintenance drugs at retail pharmacy draft letter

1. Change wording on letter to indicate that both Retail and Mail Order can have a 90 day refill. Review at the 6-13-19 meeting.
- iii. Update on effective dates for Non-Essential Drugs and 90 day maintenance drugs at Retail Pharmacy
  1. We will try for an 8-1-19 effective date. Depending on timing, the changes might have to become effective on 9-1-19.
- B. SUMMARY PLAN DESCRIPTION (SPD) for PLAN YEAR 7-1-19/20 – **Action Item** – Attachment –
  - i. Clarify eligibility for members returning from military service
  - ii. Electronic Consultations while confined in hospital

Motion to amend wording in the SPD for members returning from active military service to allow for reinstatement as of the date of discharge if the appropriate paperwork is completed and the member immediately returns to work; and to clarify the SPD language to specifically state that telephonic consultations are covered for members admitted to a hospital.

Arcata motions; Willits seconds. Motion carried.

- C. SELF-FUNDED PLAN – QUALITY OF CARE ISSUES – Discussion
  - i. A member city has expressed quality of care issues in the plan. Discussion on concerns and how to respond to concerns.
    1. Board meeting
      - a. Survey – bring forward to committee for review
      - b. Stephanie suggested this be an ongoing survey.
        - i. Wait times to get procedure approved
        - ii. PA approval time.
        - iii. Glitches in system
        - iv. Claims processing timeline. How is HealthComp doing?
        - v. How is RealCare doing?
        - vi. Anonymous survey with option for name
- D. Audit – Discussion Only
  - i. Claims audit – Amy to obtain quotes. Audit should be on a rolling basis and performed on a regular basis. It was suggested once every 6 months.
    1. Are claims paid timely
    2. Are claims paid properly
- E. Policies and Procedures project – Informational only - Update
  - i. Amy still working on it. There are gaps in our Policy & Procedures. Jeff Chang had suggestions
    1. A Memorandum of Coverage has been drafted – this is an ongoing project
    2. Who determines eligibility, etc.
    3. Participation agreement between all cities
- F. Dependent Eligibility Audit – Update Informational Only
  - i. 8 cities
  - ii. 17 employees
  - iii. 28 dependents eliminated

Next Meeting: June 13, 2019; 2:00 p.m.

Meeting adjourned: 2:45 p.m.

**Health Insurance Committee Members:**

**Danette Demello** – City of Arcata – 736 F Street, Arcata, CA 95521; 707-825-2120; [ddemello@cityofarcata.org](mailto:ddemello@cityofarcata.org)

**James Leon** – Town of Windsor – 9291 Old Redwood Highway, Windsor, CA 95492; 707-838-5379; [jleon@townofwindsor.com](mailto:jleon@townofwindsor.com)

**Kelly Buendia** – City of Lakeport – 255 Park Street, Lakeport, CA 95453; 707-263-5613 x30; [kbuendia@cityoflakeport.com](mailto:kbuendia@cityoflakeport.com)

**Sheri Mannion**—City of Ukiah—300 Seminary Drive, Ukiah, CA 95482; 707-463-6244; [smannion@cityofukiah.com](mailto:smannion@cityofukiah.com)

**Stephanie Garrabrant-Sierra** – City of Willits—111 E. Commercial, Willits, CA 95490; 707-459-4601; [sgsierra@cityofwillits.org](mailto:sgsierra@cityofwillits.org)