



COMPTON CENTER HEALTH & BENEFITS COMMITTEE MEETING MINUTES APRIL 23, 2015 - 12:00 P.M.

Members Present:

Angela Boyer	Mohammad Khalilzadeh
Kayla Ellis	Rachelle Sasser
Reuben James	Jose Villalobos
Travis Martin	

Members Not Present

Robert Joiner
Christopher Halligan

1. APRIL 22, 2015 COMMITTEE E-MAIL – C. HALLIGAN

- R. Sasser opened the meeting with information surrounding e-mail concerns from committee member Christopher Halligan that was sent to each benefit committee member prior to today's meeting. Mr. Halligan's concerns, she noted, are more closely related to Academic Senate and union previews, and that the specific performances as outlined by Mr. Halligan's e-mail are currently already sequenced within the Human Resources Department daily processes with the exception of the request to complete the CFT Survey. She noted that HR representative Mary Grace Hall is available to any employee during business hours to assist in information requests concerning their benefit selections and vendor representative contact information.

R. Sasser reiterated that the definition and focus of the Compton Center Health & Benefits Committee is that of a sanctioned committee which represents the entire employee base. She stated that the committee, itself, is designated to examine and make recommendations to administration based upon an overview of information presented by committee consensus for the "entire" employee base: the certificated, adjunct and classified employment categories.

R. Sasser noted that inasmuch as Mr. Halligan notified all committee members by e-mail that he would be unavailable for the April 23, 2015 meeting, and that given the fact that each committee member received the e-mail prior to today's meeting from Mr. Halligan, discussion could ensue with minute notations made available for those committee members who were not in attendance at today's meeting. R. Sasser continued with specificities outlined in Mr. Halligan's e-mail communication.

➤ ***Request for Completion of the CFT Survey – C. Halligan e-mail (4/22/2015):***

- ✓ The request to complete the CFT survey with the projection that CECHCR can evaluate data based upon the survey results will be forwarded to the appropriate administrative bodies for prior approval of survey completion. R. Sasser noted that requests surrounding Academic Senate and/or faculty union concerns are not a sanctioned part of the Benefit Committee function; but, rather, have a different, if not more specific, format for requesting this type of information.
- ✓ R. Sasser reasoned that the survey instrument needs to be inclusive of all Compton Center employees, and not simply directed towards faculty if we are to ensure that all individuals benefit from data findings. She noted that the focus of the Health & Benefits committee includes every employee of the District.
- ✓ R. Sasser will move Mr. Halligan's request for the CFT Survey completion forward for direction from her superiors. She will await direction before causing the completion of the CFT survey, but will not include it as a Benefit Committee requirement at this time.

➤ ***Request the District to provide all employees with benefit policy and contact numbers for each carrier that provides coverage of their District benefits – C. Halligan e-mail (4/22/2015) – R. Joiner:***

- ✓ R. Sasser informed the group that all District employees can (and have always) been able to take a look at their individual benefit selections, they simply need to contact and make appointments with the HR representative, Mary Grace (who is responsible for benefits within the Human Resources Department), to receive a review of their coverage type selections and vendor contact information.
 - ❖ R. Sasser noted that the employee's selection of individual benefit vendors (i.e., Colonial, ReliaStar, etc.) are packages purchased directly by the employee through the vendor, and that the vendor is expressly responsible for providing the necessary information and account numbers for the individualized benefit instruments that have been purchased by the employee through them.
 - ❖ R. Sasser noted that if the District does not provide a benefit directly to the employee (life insurance, long-term care insurance, etc.) then definitions of policy types, terms and account numbers come from the vendor and not necessarily the District.
- ✓ Relative to the issue of District provided insurances, R. Sasser informed that all employees have been provided long-term care and life insurance at direct cost to the District. She noted that these types of

benefit purchases are replaceable if deemed necessary by the District through the assistance of the District's broker, currently Keenan & Associates. She further noted that District employees never receive an individualized invoice or statement because the District pays these bills directly under one invoice on behalf of the group at large.

- ✓ R. Sasser stated that our current broker for employee benefits is Keenan & Associates.
 - ❖ Mike Khalilzadeh inquired of the Keenan & Associates contract term and termination date. He questioned when Keenan's contract renewal date would occur, and inquired as to whether or not another insurance broker could be explored to provide services for the employees at the District.
 - ❖ Rachelle Sasser informed that the Keenan & Associates contract is effective until the District and/or Keenan & Associate requests termination of the contract. She concluded that the definition of the contract is essentially, "until the District decides that they no longer want Keenan & Associates as the broker for benefits."
 - ❖ Kayla Ellis commented that the contract is, then, an open-ended contract that is silent on the contract termination date; which makes the contract either of mutual agreement for termination or set with a requirement of a 30-day pre-notification of termination from either of the contracting parties. K. Ellis concluded by stating that these types of contracts leave the contract termination date open, with the exceptions that concern more specific issues that lend towards breach of contract, which would justify automatic contract termination based upon reasonable cause.
 - ❖ Rachelle Sasser noted that Keenan & Associates have provided services for the District for quite some time, and that they have been very instrumental in helping the District to achieve and maintain the best quality health benefit quotes for a group of our size and age population.
- **Request that the District provide proof of coverage relative to District sponsored life insurance, group accident insurance and/or salary continuation insurance carriers – C. Halligan & R. Joiner**
 - ✓ R. Sasser commented that if there are problems with any employee accessing or attempting to access District sponsored coverages, then those issues need to be brought directly to the HR department. She commented upon an issue brought by R. Joiner to which the Keenan & Associates representative was very instrumental in resolving to Mr. Joiner's satisfaction.
 - ✓ R. Sasser stated that as it relates to District sponsored insurance coverages, the invoices are being paid by the District, and unless there is something more specific, or if there is a problem that HR is unaware of that is occurring, the expectancy is that coverages are in full-force for District employees.
 - ✓ R. Sasser concluded by stating that if there are problems with insurance(s), those issues need to be brought to the HR department, as it is their function to always assist with benefit issues. She encouraged the group to be aware of the role of the Human Resources Department and their efforts to facilitate access to employee benefits and to assist in resolving benefit issues. She encouraged committee members to help inform their respective groups of the same.

2. COMPTON CENTER WELLNESS FAIR – R. SASSER

- R. Sasser revisited last meeting's open agenda item relative to hosting a Wellness Fair at the Compton Center campus. She discussed the significance of providing all Compton Center employees with vendors who could offer screenings significant to the population health demographics of our campus' employee makeup.
 - R. Sasser informed that the Wellness Fair can be put on at no cost to the District. She noted that the cost features involved in putting on the fair are established through vendor fee payments for those entities that wish to become vendor representatives at the fair, and that the accommodations and decorative logistics of providing a venue for the fair are the Compton Center's only concerns.
 - ❖ The fair is geared towards the Compton Center employee as it relates to wellness. R. Sasser noted that the entire event will not exceed three (3) hours, and scheduled from 10:00 a.m. until 1:00 p.m. to accommodate all District employees.
 - ❖ While a specific date in September has not yet been established, the Fair is targeted to occur in the Student Lounge, from 10:00 a.m. until 1:00 pm. once the September date has been established.
 - ✚ R. Sasser noted that faculty typically have the 12:00 pm to 1:00 pm hour free, and managers and staff can rotate through the event freely from the event start time until the 1:00 pm closing without inhibiting the work requirements of the campus.
 - ❖ R. Sasser noted that the El Camino main campus puts on a successful fair each year, and that it is our aim to stay within close proximity to the dates of the El Camino Campus event.

- The wellness fair is set to include all insurance carriers who currently provide benefits to our employees, in addition to vendors who can provide some of the identified wellness focuses of our campus population and will be as follows:

Aide/HIV screening	Cholesterol	Nutritional wellness
Breast Health	Dental	Self-Defense/Martial Arts Demonstrations
Blood pressure	Diabetic wellness information	Weight/Height
Cancer screening	Grip strength	Smoke Cessation

- R. Sasser commented that if there are any other Wellness Fair items that the committee wishes to see as a part of this event they should forward this information to herself or Kayla Ellis as quickly as possible so that we can keep on track with any additional participants and the timelines for achieving the September, 2015 event date.

3. EMPLOYEE WELLNESS PROGRAM – R. SASSER

- Rachelle Sasser discussed the significance of providing all Compton Center employees with a campus wellness program in campus areas that are designated for employee use only. She informed that discussions between herself and the Center's CEO remain favorably supportive of establishing an employee focused wellness program at District cost. She encouraged the committee to start examining means and ways to bring this program to the campus.
 - R. Sasser informed that Dr. Curry supports designating an employee exercise location on campus. Discussions are formulated that included gym type equipment, group sessions, walking for fitness, weight loss challenges, and more. She advised that we are looking for the correct approach to establish a foundational design for the Wellness Program. If committee members don't provide input, are unable to attend the meetings, or for any reason become inactive in this process, R. Sasser asks that they do not complain about what is being instituted or achieved. She urged that now is the time for positive input as we move forward to providing the employees at the Center with a worthwhile program.
 - ✓ Travis Martin inquired about the timeframes for employee group activities
 - ✓ R. Sasser responded by noting that we want to foster group activities for best outcomes, so as we develop the design approach, we will look into what are the best times for grouping individuals (i.e., am 15 minute breaks schedules, lunch time schedules, pm 15 minute break schedules, etc.)
 - R. Sasser noted that the trending direction for health care is focused upon education and early detection/intervention of health issues. She furthered that treatable success of illness is best obtained when an illness is caught in the early stages; that individuals have a greater change of both survival and preserved quality of life when an individual can be treated at the earliest detection points.
 - ✓ R. Sasser offered insight on a Kaiser Permanente data analysis of the Compton Center employee population who utilizes this entity as their health care provider. The data for this analysis was a compilation of data covering the period 2013, and examines the types of services render at the facility for employees of the Compton Center campus.
 - ❖ Kaiser looked at our total picture, she explained, with hopes of building a safety strategy based upon our demographics. The analysis was based upon real-time data and employee utilization of Kaiser health care benefits.
 - ✚ Results of the study revealed that 72% of the Compton Center employee community is within the overweight or obese category. The breakdown of the data in this area revealed that 32 percent of our members are obese and 31 percent are borderline.
 - ✚ Many members have, according to the Kaiser analysis, either high blood pressure or high cholesterol, while only few members are tobacco smokers.
 - ❖ R. Sasser will meet with the Kaiser facility representative within the next 30-days for more updated information on our population usage and strategies to assist in balancing wellness for the Compton employee community.
 - ❖ The Center's Wellness Program is a good place to incorporate what we know that will lead us to healthier lifestyles and the incorporation of what we can target as areas of focus for the employee wellness program.
 - ✓ R. Sasser will e-mail committee members during the summer to solicit input. She noted that if she receives no response, the matter will be deemed discretionary and the process will move forward. R. Sasser asks that any additional ideas be sent to her by e-mail within the next two weeks so that she can incorporate committee concerns and/or requests with Guss, the Kaiser facility representative.

4. OTHER COMMITTEE BUSINESS

Next Meeting Information Requirements

- R. Sasser to provide update of CFT survey completion feedback from Administration at the June 18, 2015 meeting.
- R. Sasser to provide update of Kaiser Permanente data analysis for 2014 forward if available.
- R. Sasser to provide update of Health Fair information after meeting with event coordinator.

Committee Meetings

- The Health and Benefits Committee Meetings will be scheduled for the 2015/2016 fiscal year for the fourth Thursday of each month from 12:00 p.m. until 1:00 p.m. in the Compton Center Human Resources Office conference room unless otherwise informed of a change.
 - ✓ **The next scheduled meeting is set for Thursday, June 18, 2015 at 12:00 p.m. in the Compton Center Human Resources Office Conference Room.**
 - ✓ All committee members should mark their respective calendars for the fourth Thursday of the month and plan to be in regular attendance at these meetings.

The Health and Benefits Committee Meeting concluded at 1:00 p.m. Next meeting is scheduled for June 18, 2015 at 12:00 p.m. Open agenda items will reappear on the next agenda for continued discussion and structural framing.

/kse