

EL CAMINO COLLEGE - COMPTON CENTER
COMPTON DISTRICT HEALTH BENEFITS COMMITTEE
MEETING MINUTES

December 6, 2016

Meeting Attendees:

Angela Boyer	Robert Joiner	Donald Roach
Kayla Ellis	Mohammad Khalilzadeh	Rachelle Sasser
Reuben James	Travis Martin	Rashid Yahye

Committee Chair, Rachelle Sasser, opened the meeting at 2:10 p.m.

➤ **Campus-Wide Health Benefit Presentation Recap**

- ✓ Rachelle Sasser provided a recap of the campus-wide health benefit presentations provided by VEBA and CalPERS for the Compton College District employee. She commented that we had a very good attendance turnout, with practically all seats filled in the first session and the second session was about $\frac{3}{4}$ full, noting that more than 100 employees were in attendance at the scheduled meetings for the day comprising faculty, staff, and some administrators.
- ✓ Ms. Sasser commented that she felt that the employees utilized the question and answer periods provided in each session well, acknowledging that the employees asked very significant questions relative to the things that they needed to know about the programs.
- ✓ Ms. Sasser stated that she was most pleased with the level of employee support, acknowledging Kayla Ellis for being instrumental in ensuring that the venue was set up properly and fully operational, as well as eliciting the assistance of Maintenance and Operations staff who helped in distribution of information and the attendance sign-in process. She also acknowledged Travis Martin for assisting with material disbursement, and Angela Boyer for making herself available to both scheduled meetings and providing feed-back of the broker presentations.

➤ **CEO's Cabinet Presentation**

- ✓ Ms. Sasser advised that both health insurance presenters provided a presentation to the CEO's cabinet today. She informed that it is pretty clear about the strengths of one entity as opposed to the other; acknowledging that by contrast one gives us a lot of options, while the other one only provides two options. Ms. Sasser commented that the committee will certainly make a recommendation, concluding that she totally believes that everybody will be in agreement with the final decision that is made.
 - ✚ Mohammad Khalilzadeh commented that when VEBA never provided pricing, noting that when asked about benefit pricing their response was that they had to customize a benefit packet for the District. He concluded by stating that CalPERS brought along with them pricing for their package offerings.
 - ✚ Rachelle Sasser informed that when VEBA provided a presentation to the Benefits Committee that they actually quoted some prices.
 - ✚ Reuben James commented that VEBA came unprepared and did not provided what they needed in their presentation

- ✚ Rashid Yahye commented that all of this information goes into the decision making process of the committee, noting that if their product is not adequate then we decide on that too as a committee.
- ✚ Rachelle Sasser commented that as a group and as a committee, we have to look only at what was presented when we make our recommendations to move forward.

➤ Committee Recommendation Process/Next Step Sequence

- ✓ Rachelle Sasser informed that a survey will be sent out to all individuals who attended the campus-wide presentations.
 - ✚ Joshua Meadors has been directed to prepare a survey.
 - The survey will consist of three simple questions and a comment section.
 - Dr. Curry and Rachelle Sasser determined the survey questions.
 - ✚ Joshua Meadors will prepare a link and provide that link to Rachelle Sasser, who will cause the survey to be sent to each individual who attended the presentations. The link will be sent to their college e-mail addresses.
 - ✚ Rachelle Sasser informed that the purpose of the survey is to provide the committee feedback that actually went to the workshop so we as a committee will be able to see the feedback from all of the employees that participated and we make a more democratic recommendation to the CEO.
 - ✚ The survey is scheduled to go out this week (December 6, 2016) to all attendees. The committee will review the survey results together, and another meeting will occur in January, 2017.
 - Rachelle Sasser commented that the majority of the Health Benefits committee members will return in January, 2017, and solicited the group of their January 2017 availability.
 - ❖ Rashid Yahye, Robert Joiner, Donald Roach and Mohammad Khalilzadeh advised that they will not be available in January, 2017.
 - ❖ Kayla Ellis advised that she will not return to campus until January 17, 2016.
 - Rashid Yahye requested that the Health & Benefits committee not reconvene until February 2017, when faculty members are scheduled to return to campus. He stated that he does not want to see decisions being made on behalf of the committee without all members of the committee being present at the meeting.
 - Rachelle Sasser commented that December, 2016 would be too early to meet as members will be going away shortly for the break, and commented that perhaps the best time for the committee to re-convene to go over the results of the survey would be towards the end of January or the first part of February, 2017.
 - ✚ Dr. Donald Roach inquired about the rationale of providing two names for survey review and two names to be provided to the CEO, noting that he does not see the purpose of the CEO reviewing two. Dr. Roach commented that if we as a committee will be recommending one name, the purpose of sending two names to the CEO does not make much sense.
 - Rachelle Sasser commented that two names will be provided on the survey questionnaire, noting that the District wishes to examine the feedback from employees who actually attended the presentations.

- Rachelle Sasser concluded by stating that we, as a committee, may have our preferences, but by including employee feedback a more democratic approach within the selection process in recommending what the people want before determining which company to send forward as a recommendation to the CEO.
 - Kayla Ellis commented by stating that once the committee meets to evaluate the survey results, only one name will be sent forward, not two.
 - Rachelle Sasser clarified that what we want to know and determine is what the entire populous has to say about the company they wished to move forward for consideration by the CEO. As a group, she continued, we are only eight people, noting that there were well over 100 people in attendance at the campus-wide meeting. She commented that it is important to hear what they all have to say, and then the committee will factor all that into the recommendation that we put forward. Ms. Sasser concluded that as far as she is concerned this method provides the most democratic way of making a decision when we recommend what the people want.
 - Kayla Ellis commented that at least 15 people were turned away from the second half of the presentation meeting who did not get to sign in and will thusly be not included in this democratic process approach, although they made the effort to attend. Ms. Ellis stated that the instructions from Rachelle Sasser was that late comers should not be let in after the presentation was started. She continued by stating that during the first presentation although people were standing in line and being signed-in the presentation was started before employees could even enter the room; causing the sign-in sheet to be passed down the row as the presentation was in process.
 - Reuben James commented/inquired that these individuals were late and that is perhaps why they were not allowed into the presentation workshop.
 - Kayla Ellis informed during the first session individuals were not late, reiterating that the sign-in process was still going-on with employees lined up at the door when Ms. Sasser directed the first presenter to start. During the second presentation session, she continued, Ms. Sasser was in possession of the sign-in list. Ms. Ellis commented that some of the employees left the event a bit angry and that her particular concern is that if we are going to use the attendance roster as the marking point of representing a democratic process, there is the concern that people may have attended who are not on the list as well as disenfranchising those who attempted to attend and were turned away..
 - Rachelle Sasser responded by stating that her first action would be to send out an COM e-mail to all employees requesting that any individual who attended the presentations and were unable to sign-in provide her with their e-mail address and she will include those who respond in the survey. Ms. Sasser second action would be to send out the survey to all individuals whose names appear on the sign-in sheets.
- ✚ Rachelle Sasser reiterated that she will try her best to move the survey out this week by Friday, December 9, 2016, and ask that the people respond to the survey before they go out on break for December, 2016.
- There are only three (3) questions on the survey:
 - 1) Do you feel that the presentations were informative?
 - 2) What is your status – are you classified, faculty or management?
 - 3) Which vendor would you recommend?
 - Kayla Ellis inquired of who determined what questions were to be provided for the survey.

- Rachelle Sasser responded that they wanted to keep the survey questions simple and informed that the questions were determined between herself and Dr. Keith Curry.
- Rashid Yahye commented that the survey should have included a question that inquire based upon an employee's needs based upon your choice are you hoping to sign up as a single, family, etc. He rationalized that the current data is not accurate, exempling himself as utilizing health benefits as a single individual, but if he was provided a choice option at reasonable cost premiums, he would sign up for the family plan. This way, he continued, we would derive accurate information concerning who will be on a family plan, a two-party plan, or an individual plan.
- Dr. Donald Roach commented that the survey is not going to the entire campus so the data still would not be accurate.
- Rachelle Sasser commented that the survey is only going to those individuals who went to the presentation. She rationalized that anyone who did not attend the presentation would not know what options are provided enough to make an evaluation if they were not present. Ms. Sasser concluded by recommending that we as a group allow the survey and all the data that Joshua Meadors provides can be reviewed by the committee and that we move forward in this with making a recommendation. She solicited the group for verbal affirmation of moving the survey in the manner that has been designed, to which there was consensus committee approval.
- Kayla Ellis inquired as to whether there was an anticipated or established timeline that the committee should be concerned with in reference to when the committee recommendation is expected.
- Rashid Yahye commented again that faculty members associated with the Health Benefits Committee are not working in January, 2017. He stated that he would not like to see the committee meet before school starts again in February 2016. Mr. Yahye commented that we should put the meeting where the spring 2017 semester begins, stating that this decision, whatever the school decides, will be effective October 1, 2017. He rationalized that we have time enough to wait until the spring 2017 session re-convenes to have the next committee meeting.
- Rachelle Sasser informed that there is not a lot of time involved, commenting that the HR staff has to be trained for the adjustments being made to the system.
 - ❖ R. Sasser informed that there is a 90-day prep time period to get all of the system changes together and HR is still going to have to train in order to ensure that they are operating competently.
 - ❖ R. Sasser informed that she found out today that while she thought the employees would be responsible for electronically signing themselves up online, this is not how the process is scheduled to work. Ms. Sasser informed that sign-ups will be very similar to what currently happens for benefit sign-ups right now, noting that the employee has to select whatever they are going to select and then they are going to expect HR to input all the data for all of the employees. Ms. Sasser commented that we are going to have to change to a different system than what we are doing now; noting that we already have our data stored in one system, but if we go to CalPERS (which she acknowledges that there is a strong possibility that this is what will happen) then there will be an entire change. She finalized her comment by stating that

if we want this change to roll out the way we need it to, the HR staff needs to have ample time for training, unforeseen system glitches, and other possible variables.

- ❖ Travis Martin and Angela Boyer commented that we also need to be concerned about the transition for the retirees into the system.
- Kayla Ellis commented that she understands what Mr. Yahye is saying, reiterating that we at least have until February, 2017 when school is again in session, but also noted that her question was concerning the timeframe for committee recommendations, clarifying her question with is there as expected timeline for the committee to deliver its recommendation to the CEO? She concluded her inquiry by asking about the sequencing of events involved after providing the committee recommendations. More specifically, she stated, after the committee meets, is the CEO expecting information to move to him in one day, two days... and how long will it actually take to get the process moving forward?
- Rachelle Sasser commented that once we meet, the recommendation will be provided to the CEO the very next day. Ms. Sasser elaborated that once the committee makes their recommendation, information is forwarded to the CEO immediately and the process moves from that point.
- Mohammad Khalilzadeh inquired if there was a cost involved if we move with CalPERS as our recommendation.
- Rachelle Sasser commented that she did not believe there is a cost involved, noting that it's just a matter of systems, training, and data connection. Ms. Sasser commented that for the people who don't have to do it, everything seems so simple and easy, but acknowledged that in actuality it is not as easy as everyone wants to believe. She concluded her comments by cautioning that we want to make sure that we don't have a lot of errors, and the only way we can ensure that we don't have errors is with proper training and that we don't rush the process unnecessarily.
- Dr. Donald Roach commented that he agreed with Rashid Yahye in that we should meet again at the end of February, 2017 as we are on school break and need to convene when everyone returns to campus.
- Rashid Yahye commented that there are eight (8) months in between that he believed we could work within and which would allow the committee time enough to return to work prior to calling a meeting and establishing the other means for delivering what is required in making a health care vendor transfer.
- Rachelle Sasser commented that we don't want to move too far into the timeframe, cautioning that in addition to staff training and database/system adjustment requirements, we also have to be positioned to have our enrollment in occur July.
 - ❖ Ms. Sasser advised that the reason we have to conduct benefit enrollment in July is because the first checks for faculty roll out in August. She noted that all of the information must be input into HRS system so that the proper deductions are distributed as they are should occur without error.
 - ❖ Robert Joiner inquired as to whether or not the timeframe for deductions to occur be rolled out into September as opposed to August, causing the deductions to occur in August with a roll-out of deductions in September.
 - ❖ Rachelle Sasser informed that this would not be possible and explained that we are assigned to LACO pay cycles, concluding that the District does not determine when roll-outs are to occur or the altering of pay cycles.

- ❖ Dr. Roach inquired further, asking that if for the first cycle of the exchange the District could operate under a nine (9) month timeframe as opposed to a 10 month cycle.
 - ❖ Angele Boyer commented that what everyone is neglecting to focus upon is that HR will also have to be focused on is once the transition is implemented, HR is also responsible for focusing upon the District retirees. She concluded her comments by stating that is one of the main reasons we need to try and get it right because we have to take into consideration the District retirees.
 - ❖ Rachelle Sasser concurred, noting that there are a lot of things the transition is no simple task, concluding that the more room provided for the transition in terms of training and employee processing the better.
 - ❖ Rashid Yahye commented that there is no disagreement in terms of training and processing time; he reiterated that his concern is when we schedule the meeting which covers the review of the survey and providing a committee recommendation. He again requested that the meeting not occur while faculty are not scheduled for campus, recommending that as soon as school starts for spring, 2017 we should anticipate scheduling the meeting at that time.
 - ❖ Rachelle Sasser responded by stating that we will take everything under consideration and that she is not going to say straight down for February, as she needs to contact Shannon concerning what it will take for the transition. Ms. Sasser commented that the group was a committee, but that the HR staff are the people who are going to have to do the work.
 - ❖ Dr. Roach inquired if we could do the survey results and make recommendations by e-mail.
 - ❖ Rashid Yahye inquired if all we were going to do at the next meeting was vote after the survey results were provided. To which Ms. Sasser responded in the affirmative. Mr. Yahye stated that as long as we are going to do is vote then the e-mail approach would be viewed as favorable as meeting.
- ✚ A committee determination was made to use the school e-mail address to communicate survey results and committee voting for recommendation to the CEO.
 - ✚ Rachelle Sasser to provide a week for committee response after e-mails have been delivered, as faculty who are not on campus. All committee members will receive information by e-mail.

The Health & Benefits Committee for December 6, 2016 concluded at 2:40 pm

Minutes Recorded and Transcribed by: Kayla Ellis