

**TML INTERGOVERNMENTAL EMPLOYEE BENEFITS POOL**

*Board of Trustees Meeting*

*April 26, 2007 @ 9:30 am and April 27, 2007 @ 8:00 am*

*Hyatt Regency Lost Pines Resort and Spa*

*575 Hyatt Regency Lost Pines Road*

*Lost Pines, Texas 78612*

*(512) 308-9191*

**AGENDA**

**I. Organizational Items (Part I)**

- A. Call to Order
- B. Roll Call and Declaration of Quorum (**Tab A**)
- C. Welcome New Board Member
  - 1. Region 7: Joe Cardenas, Assistant City Manager of the City of Uvalde
- D. Minutes (**Tab B**)
  - 1. January 25, 2007
- E. TML IEBP Mission Statement, Goals, Benefit Acronyms, Definitions, Committees, Board of Trustees Appointed/Elected, Management Board Training Update, Staff Contacts, staff attendance at Board Meetings. (**Tab C**)
- F. Correspondence (**Tab D**)
  - 1. Excused Absence
    - a. David Hunter
  - 2. Holmes & Murphy Update: Meeting held 02/27/07 with President of Texas Division
  - 3. NLC's Trustee Conference
  - 4. Press Release: Caremark/CVS Merge New Name: CVS/Caremark Corporation
  - 5. Wall Street Journal New Article; 04/10/07
  - 6. Region 12 Announcement
  - 7. Plan Year 2007 Elections
    - a. Glen Metcalf
    - b. Hugh Bradley
    - c. David Hunter
    - d. Mike Slye
    - e. Joanne Franke
  - 8. City of Groves: Wellness Correspondence
  - 9. Bill Keller Memoriam
  - 10. Press Release:
    - a. MBI/Metavante independent publicly traded company
    - b. MBI Benefits Bank Sponsorship transition Key Bank transition to M&I Bank
  - 11. Uninsured or Ineligible Benefit Prescription Card
    - a. CVS/Caremark ScriptSaver Rx Program: Discount Card to Uninsured Citizens
    - b. Health PlanPartners Prescription Savings Program: Acquisition Cost Card Program to uninsured.
  - 12. United Medical Resource Alliance Contract Update (**Attorney-Client Packet**)

## **II. Executive Session**

The Trustees will adjourn into Executive Session under authority of the Texas Government Code Section 551.071 (Consultation with Attorney) to receive advice from Counsel regarding subrogation and other attorney-client privileged matters under authority of the Texas Government Code Section 551.074 regarding personnel matters pertaining to the duties of the Executive Director and under authority of the Texas Government Code Section 551.0785 to deliberate a matter that includes a consideration of information in the medical or psychiatric records of an individual applicant for a benefit from this plan.

## **III. Board Reports**

- A. Executive Committee (Joe Arisco)
  - 1. ROR Settlement
  - 2. Executive P&P
  - 3. Member Complaint
- B. Marketing Committee (Bill Storey)
  - 1. Broker Update
  - 2. Regional Meeting Update
  - 3. Net Growth Update

## **IV. Board Communication**

- A. Actuarial Audit (**Tab E**)
  - 1. Underwriting Factor Analysis
  - 2. Stop Loss Trend
  - 3. Cost Projection Overview
  - 4. 2007-2008 Underwriting Preparation
- B. Protected Health and Security Information (**Tab F**)
  - 1. Security Officer will provide PHI Education
  - 2. HIPAA Security Risk Assessment Audit Overview
  - 3. Special Security Audit Overview
  - 4. Action Plan Overview
  - 5. Proposal Process
- C. Reorganization of Board Information
  - 1. Alliance Relationships
  - 2. Claim Financing/Strategic Plan Update
- D. Keller ISD Update (**Tab G**)
- E. Alliance Relationship (**Tab H**)
- F. Preferred Provider Network Information (**Proprietary Information Packet**)
- G. Healthy Initiative Plan (**Tab I**)
  - 1. Healthy Initiative HealthPlan
  - 2. Annual Screenings
- H. Technology Reconstruction (**Tab J**)
  - 1. Proposal Recommendation Storage Area Network
  - 2. Proposal Recommendation Data Warehouse
  - 3. Budget Amendment
- I. TML IEBP Membership Interface (**Tab K**)
  - 1. Regional Meetings
  - 2. Membership Feedback
- J. Stop Loss Communication (**Tab L**)
- K. Claim Financing (**Tab M**)
- L. Trustees Errors and Omission (**Tab N**)

- M. Provider Billing Trends (**Tab O**)
  - 1. PHCS
  - 2. LabOne/LabCard Options PPO Fee schedule
  - 3. Covenant Hospital
- N. Managed Care Efficiency (**Tab P**)
  - 1. Year to Date Report
  - 2. Managed Care Efficiency Transition
  - 3. External Audit Support
- O. Legal Counsel Report (**Executive Session Packet**)
  - 1. Conflict of Interest P&P
- P. Legislative Liaison Report (**Tab Q**)
- Q. Underwriting Consultants Report
- R. Executive Director and Underwriting Consultant's relationship

## V. Board Education

- A. Finance Education
  - 1. Underwriting Basics
    - a. Manual Rate Formula
    - b. Age/Gender Rates
    - c. Loss Ratio by Region
    - d. Plan Factors
    - e. Fixed Rates
    - f. Rx Factors
    - g. Tiered Rate Formula
  - 2. Plan Overview
    - a. Dual Options
    - b. Health Reimbursement Accounts
    - c. Health Savings Accounts
  - 3. Factors Comprising Net Income
    - a. Operational Cost
    - b. Change in Reserve
    - c. Payment Holidays
    - d. Recoveries
    - e. High Dollar Equity Account
    - f. IBNR
    - g. Lag Report
    - h. File Closed & Pending & Suspended
  - 4. ASO Revenue Management
  - 5. Administrative Cost Overview
  - 6. Actuarial Audit Preparation
- B. Legal Education
  - 1. Schedule Chapter 172 WebX

## VI. Action Items

- A. TML IEBP Board will take action on. Executive Committee Recommendation.
- B. TML IEBP Board will take action on Marketing Committee Recommendations.
- C. TML IEBP Board will take action on Actuarial Audit and Action Plan.
- D. TML IEBP Board will take action on 2007-2008 Underwriting Preparation.
- E. TML IEBP Board will take action on HIPAA Security Risk Assessment Audit and Action Plan.
- F. TML IEBP Board will take action on reorganization of Board Information.

The information provided to you as a TML IEBP Board Member is confidential under federal law and regulations. Divulging this information to any person other than another Board Member, the Board's General Counsel or Consultant, or TML IEBP staff without proper written authorization from the covered person is a violation of those regulations. **You should also consult with either the General Counsel or the TML IEBP Executive Director before releasing this information to anyone.**

- G. TML IEBP Board will take action on Keller ISD Overview.
- H. TML IEBP Board will take action on Alliance Overview.
- I. TML IEBP Board will take action on flex plan year employee lost dollars.
- J. TML IEBP Board will take action on Provider Network focus.
- K. TML IEBP Board will take action on Healthy Initiative HealthPlan Overview.
- L. TML IEBP Board will take action on. Technology Reconstruction.
- M. TML IEBP Board will take action on the Membership Interface.
- N. TML IEBP Board will take action on Marketing staff licensure requirement.
- O. TML IEBP Board will take action on Claim Financing.
- P. TML IEBP Board will take action on Provider Billing Trends.
- Q. TML IEBP Board will take action on Managed Care Efficiency transition.
- R. TML IEBP Board will take action on Legal Consultation.
- S. TML IEBP Board will take action on Legislative Liaison Report.
- T. TML IEBP Board will take action on Underwriting Consultant's Report.
- U. TML IEBP Board will take action on Executive Director and Underwriting Consultant's Relationship.

## **VII. Staff Reports**

- A. Executive Director (**Executive Session Packet**)
  - 1. 5 Months Medical, Dental, Vision
  - 2. 5 Months Claims over \$35,000, \$125,000 and \$250,000
  - 3. 5 Months Claims Paid and Adjusted
  - 4. 5 Months Plan Design Loss Ratio
  - 5. 5 Months Dollars and \$ of savings per TML Region
  - 6. 5 Months Average cost per Employee and Dependent 2006-2007
  - 7. Protected Health Information Spreadsheet
- B. Business/Administrative Services (**Tab R**)
  - 1. Accounting Overview
  - 2. 5 Months Statement of Revenues and Expenses
  - 3. 5 Months of Balance Sheet
  - 4. 5 Months of Cost Allocations
- C. Investment Report (**Tab S**)
  - 1. Pool's growth attributable to each Money Manager
  - 2. Collection Efforts/Run-In and Run-Out Payment Update
  - 3. Transition of Funds
- D. Human Resources (**Tab T**)
- E. Member Services (**Tab U**)
  - 1. Member Service Team Overview
  - 2. Telephone Service Goals
  - 3. Turnaround Time Goals
  - 4. Quality Management
  - 5. Medical Management
  - 6. Information Systems/Web Site Access/IS Security Update
- F. Marketing/Benefit Services (**Tab V**)
  - 1. Net Membership Overview
  - 2. Proposal Overview
- G. In-House Counsel (**Executive Session Packet**)
  - 1. Overview
  - 2. Right of Recovery

**VIII. Organizational Items (Part II)**

A. Meeting Sites

1. January 2007 ~ Watermark Hotel & Spa, San Antonio, Texas
2. April 2007 ~ Hyatt Regency Lost Pines, Bastrop, Texas
3. June 2007 ~ Sheraton Fiesta, South Padre Island, Texas
4. September 2007 ~ Four Season, Las Colinas, Texas
5. January 2008 ~ Hyatt Regency Hill Country, San Antonio, Texas
6. April 2008 ~ Gaylord Texan, Grapevine, Texas
7. June 2008 ~ Sheraton Fiesta, South Padre Island, Texas
8. September 2008 ~ Four Seasons, Las Colinas, Texas

B. NLC-RISC Meetings (*dates in italics are tentative and will be confirmed by May 2005*)

1. May 3-5, 2007 ~ Amelia Island, FL
2. *November 7-10, 2007 ~ San Diego, CA*
3. May 1-3, 2008 ~ Tucson, AZ
4. *November 5-8, 2008 ~ Nashville, TN*

**IX. Executive Director Evaluation**

**X. Adjourn**

The Board of Trustees of the TML Intergovernmental Employee Benefits Pool reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), and 551.074 (Personnel Matters).