Hampshire County Group Insurance Trust

88 King Street, Northampton, MA 01060

EXECUTIVE COMMITTEE MEETING MINUTES

TO: All Trust Member Units

RE: Minutes of June 17, 2026 Executive Committee Meeting Held Remotely via Microsoft Teams

MEMBERS PRESENT	GUESTS PRESENT
Shelley Poreda — *Chair*	Cindy Graves
Emily Russo — *Vice Chair*	Karen Karowski
Joanne Cleveland	Chris Bean
Andrew Levine	Danielle Chaplick
Paul McLatchy III	Marianna Gil
Stacy Stewart	

CALL TO ORDER

Certain meetings normally held at the Municipal Offices are being held remotely, with adequate, alternative means of public access and, where required, public participation provided, in accordance with House Bill Number 62 of the 194th General Court, which extended the Governor's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, M.G.L. c. 30A, § 20, until June 30, 2027.

Chair Shelley Poreda called the meeting to order at 9:04 a.m. with a quorum present.

MEETING MINUTES

> **MOTION:** On a motion by Andrew Levine, seconded by Paul McLatchy, the minutes of the May 28, 2026 Executive Committee meeting were approved as presented.
>
> **Result: Approved by unanimous consent.**

FINANCIAL STATEMENT & WARRANT

The Chair reviewed the financial package included in the meeting materials. The budget pages and the profit-and-loss statement reflected a May cash balance of approximately $4.5 million, which Shelley noted was running low but was expected to rebound during the current month with the receipt of the quarterly CVS pharmacy rebate at the end of the month. Account activity for the month was reviewed. Receivables were higher than usual in May. Cindy Graves confirmed that the approximately $1.9 million in May receivables had been fully collected.

> **MOTION: On** a motion by Andrew Levine, seconded by Paul McLatchy, the financial statement and warrant through May were approved as presented.
>
> **Result: Approved by unanimous consent.**

FY27 BUDGET

FY26 is projected to close at just over $1 million in net income, after adding back the collected $1.9 million in May receivables and a $106,423.19 stop-loss reimbursement.

The FY27 budget reflects the 12 units leaving the Trust and the annual enrollment changes reported — about an $18 million decrease in revenue — with conservative pharmacy rebates and reinsurance reimbursement estimates explained by Chris Bean.

On the expense side, wages are down roughly $205,000 (Joe's salary moved to the consultant line; the Insurance Account Representative role will not be refilled, and the Wellness Director role restructured; a Treasurer is budgeted). The Committee added a $5,000 workers' compensation placeholder, adjusted the IT line to remain consistent with prior-year spending, and will inquire about the Hampshire County retirement assessment given the recent employee count changes. Projected FY27 net income is approximately $650,000 on conservative assumptions, supporting the goal of no mid-year rate increase.

FY27 STOP LOSS PROCUREMENT

Marianna Gil and Chris Bean (Hilb) presented the stop loss marketing analysis. Aggregate coverage is not recommended given the group's size (more than 3,000 subscribers), and three years of historical claims experience support holding the specific deductible at $400,000 rather than moving higher. Of 14 carriers marketed, firm quotes were only returned by Blue Cross Blue Shield and through AmWins from Ullico.

Hilb recommended awarding the stop loss coverage to Blue Cross Blue Shield at the $400,000 specific deductible the lowest overall annual cost (about $2.37 million, roughly 34% below current), with no lasers, faster reimbursement, meaningful fee relief by avoiding the carve-out, and a 50% renewal cap.

> **MOTION:** On a motion by Paul McLatchy, seconded by Emily Russo, the Committee voted to recommend that the Insurance Advisory Committee award the stop loss reinsurance contract to Blue Cross Blue Shield at a $400,000 specific deductible.
>
> **Result: Roll call — Ayes: J. Cleveland, A. Levine, P. McLatchy, E. Russo, S. Stewart, S. Poreda. Motion carried unanimously.**

FY27 BUDGET — APPROVAL

With the reinsurance line updated to reflect the recommended BCBS bid, the Chair returned to the FY27 budget for approval.

> **MOTION:** On a motion by Emily Russo, seconded by Paul McLatchy, the Committee voted to approve the FY27 budget of $105,775,326 for recommendation to the Insurance Advisory Committee.
>
> **Result: Roll call — Ayes: J. Cleveland, A. Levine, P. McLatchy, E. Russo, S. Stewart, S. Poreda. Motion carried unanimously.**

TREASURER UPDATE

Emily Russo reported on the search to fill the Treasurer position. Of the applications received, few candidates had directly relevant experience in the type of work the Trust performs. Two interviews were scheduled, but one candidate withdrew prior to the interview. The Committee proceeded with an interview of Katherine LeBeau, who currently serves as Accounting Manager at Amherst College and has prior experience with the Hampshire Council of Governments and the Holyoke Health Center. Cindy confirmed she had worked with the candidate previously.

> **MOTION:** On a motion by Emily Russo, seconded by Andrew Levine, the Committee voted to extend a formal offer to Katherine LeBeau for the Treasurer position at an annual stipend of $13,000, paid monthly.
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> **Result: Roll call — Ayes: J. Cleveland, A. Levine, P. McLatchy, E. Russo, S. Stewart, S. Poreda. Motion carried unanimously.**

AUDIT UPDATE

The FY25 audit is underway. The auditors have completed on-site work and continue to request additional information from Cindy. The FY26 audit will begin once the FY25 audit is complete. The Chair noted that the audit firm has raised its rates significantly and has been slow to bring the Trust current, so the Committee may evaluate alternative firms in the future.

FY27 MEETING SCHEDULE

The proposed meeting schedule for the next fiscal year was revisited. The only change is that the Insurance Advisory Committee meeting originally scheduled for November 11, which is Veterans Day, has been moved to November 12, while all other dates remain the same. The schedule will be distributed to the IAC and Hilb will issue calendar invites.

OPERATIONS UPDATE

Through the weekly operations meetings, Shelley, Emily, Cindy, and Hilb are working to streamline processes and to reassign work previously handled by Joe. Hilb issued the Teams meeting invitations (replacing Zoom) and has taken over assembling the meeting packets. Marianna demonstrated a new automated tracking spreadsheet for the Executive Committee and the IAC to help log attendance and votes, and to automatically confirm whether a quorum is present and whether a motion passes.

BENEFITS ADMINISTRATION SYSTEM DEMONSTRATION

The demonstration of the benefits-administration system originally planned for this meeting had to be delayed. Given the build-out lead time and summer schedules, the Committee agreed to hold an Executive Committee meeting for the demonstration on Tuesday, June 23, 2026 at 9:00 a.m.

MEDICARE ELIGIBILITY & ENROLLMENT POLICY

The Medicare Eligibility & Enrollment Policy was presented for discussion and approval.

> **MOTION:** On a motion by Paul McLatchy, seconded by Andrew Levine, the Committee approved the Medicare Eligibility & Enrollment Policy as presented.
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> **Result: Roll call — Ayes: J. Cleveland, A. Levine, P. McLatchy, E. Russo, S. Stewart. Motion carried unanimously.**

DEPENDENT PROOF DOCUMENT POLICY

The Dependent Proof Document Policy was presented for discussion and approval.

> **MOTION:** On a motion by Paul McLatchy, seconded by Andrew Levine, the Committee approved the Dependent Proof Document Policy as presented.
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> **Result: Roll call — Ayes: J. Cleveland, A. Levine, P. McLatchy, E. Russo, S. Stewart. Motion carried unanimously.**

APPEAL REQUEST POLICY

The Appeal Request Policy was presented for discussion and approval.

> **MOTION:** On a motion by Paul McLatchy, seconded by Stacy Stewart, the Committee approved the Appeal Request Policy as presented.
>
> **Result: Roll call — Ayes: J. Cleveland, A. Levine, P. McLatchy, E. Russo, S. Stewart. Motion carried unanimously.**

ADJOURNMENT

There being no further business, on a motion by Emily Russo, seconded by Paul McLatchy, the meeting was adjourned by unanimous consent at 10:16 a.m.

Prepared By:

Marianna Gil, Hilb Group