



Hampshire County Group Insurance Trust

88 King Street, Northampton, MA 01060

EXECUTIVE COMMITTEE MEETING MINUTES

TO: All Trust Member Units

RE: Minutes of June 23, 2026 Executive Committee Meeting Held Remotely via Microsoft Teams

MEMBERS PRESENT	GUESTS PRESENT
Shelley Poreda — <i>Chair</i> Emily Russo — <i>Vice Chair</i> Joanne Cleveland Andrew Levine Paul McLatchy III Stacy Stewart Donna Whiteley	Cindy Graves Karen Karowski Danielle Chaplick Marianna Gil Daniel Kalen Shawn King

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 9:05 a.m. with a quorum present.

PURPOSE OF MEETING

The Chair noted that the purpose of the meeting was to review a demonstration of the Employee Navigator benefits-administration system. Danielle Chaplick explained that Hilb maintains a contract with preferred pricing through Employee Navigator, a platform widely used across municipalities, and that Hilb's affiliate New England Partners (NEP) can separately provide enrollment support, such as a dedicated phone line and on-site or remote assistance.

EMPLOYEE NAVIGATOR DEMONSTRATION

Shawn King reviewed the system from the employee and employer perspectives. On the employee side, the platform provides a resource center with a document library, an enrollment workflow with side-by-side plan comparisons and real-time cost impacts, beneficiary collection, and a signed enrollment summary. On the employer side, she highlighted a task list for items to process enrollment, individual employee timelines, robust pre-built and ad hoc reporting, and notifications. NEP builds and annually maintains each group's plans and eligibility rules.

DISCUSSION

The Committee discussed implementation and scope. Shawn recommended an active first enrollment for clean data, estimated roughly eight weeks to prepare the system, and suggested an off-cycle launch ahead of annual enrollment; Marianna Gil noted additional carrier lead time to build out member unit divisions with Blue Cross Blue Shield and CVS. On retirees, non-Medicare retirees must live in the system, while Medicare retirees are optional, as still require the separate Blue Cross PDP form. Elections would be electronically fed to Blue Cross Blue Shield, with Cindy Graves serving as the final approver at the Trust level, and billing would be produced per member unit.

NEXT STEPS

The Committee agreed to bring the matter back at its July 22, 2026 meeting, allowing time to submit additional written questions, obtain answers on customization and a possible hybrid model, and consider timing. The Committee noted that the next Insurance Advisory Committee meeting is not until September, that a demonstration to the IAC would likely be needed, and that the group as a whole would ultimately need to agree to move forward, with a potential January implementation in mind.

ADJOURNMENT

There being no further business, on a motion by Paul McLatchy and seconded by Stacy Stewart, the meeting was adjourned at 10:08 a.m.

Prepared By:

Marianna Gil, Hilb Group