**HAMPSHIRE COUNTY GROUP INSURANCE TRUST**

**88 KING STREET**

**NORTHAMPTON, MA 01060**

**TO:** All Trust Member Units

**RE: Minutes of November 15, 2023**

Executive Committee Meeting

 Via Zoom Teleconference

**MEMBERS PRESENT**:

Rich Carmignani Jr Gabriele Voelker Shelley Poreda

Emily Russo Donna Whitely Joanne Misiaszek Michele Turner Paula Harrison

**OTHERS PRESENT:**

Joseph Shea Cynthia Graves Jessica Hebert

George Loens Heidi Fountain Shauna Fopiano

Heather Baptiste Irene Houle

**CALL TO ORDER**

In compliance with the Governor’s orders suspending certain provisions of the open meeting laws due to Covid-19, this meeting was held via Zoom telephone/video conference.

Chairman Rich Carmignani Jr called the meeting to order at 9:01 a.m. with a quorum present.

**APPROVAL OF MINUTES**

Chairman Rich Carmignani Jr requested that the minutes of September 27, 2023 be approved by unanimous consent, all were in favor.

**FINANCIAL REPORT**

*Financial Report*

The Financial Report for the month of October was presented reflecting a starting balance of $2,331,461.69 with a total monthly income received of $7,235,387.87 and monthly expenses of $7,892,260.80 with a total net monthly income of ($435,641.46) and an ending month balance of $1,895,820.23 with accounts receivable of $820,662.27 leaving a total of $28,695,357.61.

*Investments and CD’s for October 2023*

The investments portfolio value was $10,159,560.51 with a market change of ($241,129.61) leaving a total of $9,918,430.90. The starting balance in CD’s was $11,144,872.72, with interest earned of $48,854.24 leaving a balance of $11,193,726.96.

*SEPTEMBER AND OCTOBER EXPENDITURES*

The expenditures for the months of September and October were reviewed.

Chairman Rich Carmignani Jr requested that the full financial report, including the expenditures, be approved by unanimous consent, all were in favor.

**WELLNESS**

Michele provided an update on Wellness shown below.

* Wellable - Candy Corn To Candy Cane Challenge running from 10/30 to 12/10

We are currently in week 3 and have been doing weekly random raffles.

* Learn To Live: November Webinars
* Building Stronger Connections for a Healthier Life
* Caring Without Crumbling: Tools to Prevent Burnout
* Blue Cross Blue Shield – online abridged video regarding time management. Link went out this Monday.
* Onsite Seminars:
* Town of Deerfield Cooking seminar on 10/27
* Easthampton Cooking seminars on 11/8 and 1/11
* Town of Holland – Stress Management potentially for January
* November wellness Newsletter went out on the 1st of the month.
* Never too early to start thinking about spring health fairs.

**EC INTRODUCTIONS**

Joe welcomed all new members to the Executive Committee while encouraging them to remember the importance of taking off the “Town Hat” and wearing the “Insurance Hat” when attending the meetings.

**BAYPATH APPEAL OF LATE FEE**

An appeal was made by Irene Houle regarding the October late fee that was assessed to them after paying their bill a day late. Irene reiterated the fact that we had a USPS issue for that billing cycle that was discussed in previous EC Meeting. The issue resulted in the bills arriving very late, wet and moldy to several units. She also advised that they do not have access to ACH payments due to an internal policy. Typically, HGCIT will waive the late fee once and Baypath has never requested one before. Shelley Poreda made a motion to waive, seconded by Michele Turner. The fee was waived after unanimous consent.

**NEW UNIT – TOWN OF WASHINGTON**

The Town of Washington requested to join HCGIT, moving from Berkshire Trust, they currently have less than 5 employees on coverage. Emily Russo made a motion to add Town of Washington, seconded by Donna Whitely. Washington was added by unanimous consent, conditional with a final decision after 1 year. Their paperwork must be in no later than December 2023 for a start during our April/May Open Enrollment with an effective date of July 1, 2024.

**MEDEX OPEN ENROLLMENT**

Joe explained we mailed letters to all currently enrolled Medex members notifying them of the premium increase. Very few were returned for incorrect addresses, meaning we are keeping up to date information on file. A reasonable number of phone calls came through initially with questions but has slowed down as we are nearing the end of Open Enrollment.

**IT UPDATES**

Joe explained Netlogix officially took over on November 1st with our old IT company Paragus remaining in the background for the transition until the end of November.

**Rx RFP UPDATE**

Joe advised our contract with CVS Caremark expires 6/30/2024. After being put out to bid information is coming in and being reviewed, more information to follow. A second round will go out to bid in December.

**CLAIM UPDATE**

Joe explained that a dependent was treated in November resulting in a 1.9 million dollar claim. We were given an update by BCBS advising it should only be a one time claim, the situation will be monitored and more information will be given to Joe by BCBS if necessary. Some assets will need to be liquidated to pay this claim but with Stop Loss Insurance we should be reimbursed for all but $350,000 in Jan/Feb 2024.

**OTHER LAST MINUTE ITEMS**

No last-minute items came up.

**BCBS ANNUAL REVIEW**

Heidi Fountain and other members from BCBS gave a presentation on the Trust’s claims, costs, and overall performance for medical coverage over the last year. This information was compared to the Trust’s performance the previous year and BCBS’s benchmark for their municipal and self-insured accounts.

**ADJOURNMENT**

Chairman Rich Carmignani requested to adjourn the meeting by unanimous consent at 10:03 a.m., all were in favor.

Respectfully submitted,

Jessica Hebert

**Meeting Schedule**

Executive Committee – December 20, 2023, 9:00 a.m., via ZOOM

Executive Committee – January 24, 2024, 9:00 a.m., via ZOOM

Insurance Advisory Committee – January 31, 2024, 10:00 a.m., via ZOOM