

# GLENDALE ELEMENTARY SCHOOL DISTRICT NO. 40

Trust Board Regular Meeting

October 15, 2019 4:30 p.m.

## Public Notice - Meeting Agenda

Notice of this meeting has been posted consistent with the requirements of A.R.S. §38-431.02.  
The meeting's location is the East Board Room in the District Office, 7301 N. 58<sup>th</sup> Avenue, Glendale.

The Board reserves the right to change the order of items on the agenda, with the exception of public hearings, which are scheduled for a specific time. Board members may participate via telephone conference call, if necessary. At the chair's discretion, the Board may carry over consideration of any business not concluded by 6:00 p.m. to the next regular meeting's agenda.

### 1. Call to Order and Roll Call

### 2. Opening Exercises

- a. Adoption of Agenda
- b. Board and Staff Introductions
- c. Pledge of Allegiance

### 3. Call to the Public

The public is invited to address the Board on any issue within its jurisdiction, subject to reasonable time, place and manner restrictions. Trust Board members are not permitted to discuss or take legal action on matters raised during open call to the public unless the matters are properly noticed for discussion and legal action. However, the law permits Trust Board members to do the following at the conclusion of the open call to the public: (a) Respond to criticism made by those who have addressed the Board; (b) Ask staff to review a matter; or (c) Ask that a matter be put on a future agenda.

Those wishing to address the Trust Board should complete a "Call to the Public" form and submit it to the Trust Board Secretary prior to the start of the meeting. Each speaker will be provided three (3) minutes to address the Trust Board, unless provided other direction by the Board. At the outset of the speaker's remarks, the speaker should state their name and the Trust Board requests that the speaker provide his/her address.

### 4. Reports and Informational Items

- a. Assistant Superintendent's Update  
Administration will present the Trust Board with an update on the District's business operations.
- b. Overview of Risk Management  
Administration will present the Trust Board with an overview of Risk Management's functions.
- c. Claims Experience Review - Dental  
The Trust Board will review dental claims experience for September, 2019.
- d. Claims Experience Review - Workers' Compensation  
The Trust Board will review workers' compensation experience for September, 2019.
- e. Insurance and Wellness Update  
Human Resources will present the Trust Board with updates on the District's insurance, wellness programs and relevant information.

### 5. Action Items

- a. Approval of Minutes  
It is recommended the Trust Board approve the minutes of the September 25, 2019 regular meeting as presented.

### 6. Summary of Current Events

- a. Trust Board Report  
Trust Board Members will present brief summaries of current events, as necessary.

### 7. Adjournment

GLENDALE ELEMENTARY SCHOOL DISTRICT  
TRUST BOARD  
**INFORMATIONAL AGENDA ITEM**

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Reports, presentations and other similar items are submitted to the Trust Board as information and do not require action.

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AGENDA NO: 4.A. TOPIC: Assistant Superintendent's Update

SUBMITTED BY: Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

DATE ASSIGNED FOR CONSIDERATION: October 15, 2019

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The administration will present the Trust Board with an update on the District's business operations.

GLENDALE ELEMENTARY SCHOOL DISTRICT  
TRUST BOARD  
**INFORMATIONAL AGENDA ITEM**

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AGENDA NO: 4.B. TOPIC: Overview of Risk Management

SUBMITTED BY: Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

DATE ASSIGNED FOR CONSIDERATION: October 15, 2019

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The administration will present the Trust Board with an overview of Risk Management's functions.

GLENDALE ELEMENTARY SCHOOL DISTRICT  
TRUST BOARD  
**INFORMATIONAL AGENDA ITEM**

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AGENDA NO: 4.C. TOPIC: Claims Experience Review - Dental

SUBMITTED BY: Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

DATE ASSIGNED FOR CONSIDERATION: October 15, 2019

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In September, Pool I (or base plan) incurred \$241,912 in dental claims or a monthly loss ratio of 352%.

Based on the trend, we project revenues to generate \$798,888 by June 30, 2020 and we anticipate Pool I (or base plan) to incur approximately \$1,578,960 or a loss ratio of 198% by June 30, 2020.

In September, Pool III (or buy-up plan) incurred \$196,366 in dental claims or a monthly loss ratio of 72%.

Based on the trend, we project revenues to generate approximately \$3,151,260 by June 30, 2020 and we anticipate Pool III (or buy-up plan) to incur approximately \$3,237,120 or a loss ratio of 103% by June 30, 2020.



# Monthly Experience Report

VSEBG Master

Dates: (7/1/2019-6/30/2020)



Name: Valley Schools Employee Benefits Group  
Plan: Master

a	b	c	d	e	f	g	h	i	j
Date	Employees	Paid Dental Claims	PEPM Fixed Expenses	Total Paid Claims & Expenses	Contributions	Surplus/ (Deficit)	Total Cost Loss Ratio	Total Cost PEPM	PY YTD Loss Ratio
2019-07	11,836	\$ 801,865	\$ 40,788	\$ 842,653	\$ 613,647	\$ (229,006)	137%	\$ 71	106%
2019-08	12,228	\$ 572,714	\$ 42,122	\$ 614,836	\$ 630,253	\$ 15,417	98%	\$ 50	112%
2019-09	12,718	\$ 626,529	\$ 43,692	\$ 670,221	\$ 654,167	\$ (16,054)	102%	\$ 53	95%
2019-10				\$ -	\$ -	\$ -			94%
2019-11				\$ -	\$ -	\$ -			90%
2019-12				\$ -	\$ -	\$ -			87%
2020-01				\$ -	\$ -	\$ -			91%
2020-02				\$ -	\$ -	\$ -			90%
2020-03				\$ -	\$ -	\$ -			89%
2020-04				\$ -	\$ -	\$ -			88%
2020-05				\$ -	\$ -	\$ -			88%
2020-06				\$ -	\$ -	\$ -			89%
<b>Total</b>	36,782	\$ 2,001,108	\$ 126,602	\$ 2,127,710	\$ 1,898,067	\$ (229,643)	112%	\$ 58	
<b>Mo. Avg.</b>	12,261	\$ 667,036	\$ 42,201	\$ 709,237	\$ 632,689	\$ (76,548)		\$ 58	
PY Mo. Avg. @ 6/30/19	10,169	\$ 442,254	\$ 35,186	\$ 477,440	\$ 536,325	\$ 58,885		\$ 47	

# Monthly Experience Report

VSEBG Pool I

Dates: (7/1/2019-6/30/2020)



Name: Valley Schools Employee Benefits Group

Plan: Pool I

a	b	c	d	e	f	g	h	i	j
Date	Employees	Paid Dental Claims	PEPM Fixed Expenses	Total Paid Claims & Expenses	Contributions	Surplus/ (Deficit)	Total Cost Loss Ratio	Total Cost PEPM	PY YTD Loss Ratio
2019-07	1,783	\$ 89,059	\$ 6,199	\$ 95,258	\$ 63,239	\$ (32,019)	151%	\$ 53	97%
2019-08	1,921	\$ 50,977	\$ 6,594	\$ 57,571	\$ 67,717	\$ 10,146	85%	\$ 30	95%
2019-09	1,954	\$ 235,190	\$ 6,722	\$ 241,912	\$ 68,767	\$ (173,145)	352%	\$ 124	84%
2019-10				\$ -	\$ -	\$ -			86%
2019-11				\$ -	\$ -	\$ -			82%
2019-12				\$ -	\$ -	\$ -			80%
2020-01				\$ -	\$ -	\$ -			84%
2020-02				\$ -	\$ -	\$ -			82%
2020-03				\$ -	\$ -	\$ -			81%
2020-04				\$ -	\$ -	\$ -			82%
2020-05				\$ -	\$ -	\$ -			84%
2020-06				\$ -	\$ -	\$ -			85%
<b>Total</b>	5,658	\$ 375,226	\$ 19,515	\$ 394,741	\$ 199,723	\$ (195,018)	198%	\$ 70	
<b>Mo. Avg.</b>	1,886	\$ 125,075	\$ 6,505	\$ 131,580	\$ 66,574	\$ (65,006)		\$ 70	
PY Mo. Avg. @ 6/30/19	2,083	\$ 55,244	\$ 7,266	\$ 62,510	\$ 73,322	\$ 10,812		\$ 30	

**Monthly Contribution Rates**

**Premiums**

Employee Only	\$ 26.11
Employee + Spouse	\$ 52.22
Employee + Child(ren)	\$ 54.83
Employee + Family	\$ 78.32

# Monthly Experience Report

VSEBG Pool II

Dates: (7/1/2019-6/30/2020)



Name: Valley Schools Employee Benefits Group  
Plan: Pool II

a	b	c	d	e	f	g	h	i	j
Date	Employees	Paid Dental Claims	PEPM Fixed Expenses	Total Paid Claims & Expenses	Contributions	Surplus/ (Deficit)	Total Cost Loss Ratio	Total Cost PEPM	PY YTD Loss Ratio
2019-07	6,375	\$ 361,478	\$ 21,985	\$ 383,463	\$ 294,247	\$ (89,216)	130%	\$ 60	121%
2019-08	6,574	\$ 285,616	\$ 22,666	\$ 308,282	\$ 303,008	\$ (5,274)	102%	\$ 47	125%
2019-09	6,821	\$ 208,479	\$ 23,464	\$ 231,943	\$ 313,273	\$ 81,330	74%	\$ 34	105%
2019-10				\$ -	\$ -	\$ -			106%
2019-11				\$ -	\$ -	\$ -			100%
2019-12				\$ -	\$ -	\$ -			97%
2020-01				\$ -	\$ -	\$ -			100%
2020-02				\$ -	\$ -	\$ -			99%
2020-03				\$ -	\$ -	\$ -			98%
2020-04				\$ -	\$ -	\$ -			96%
2020-05				\$ -	\$ -	\$ -			96%
2020-06				\$ -	\$ -	\$ -			96%
<b>Total</b>	19,770	\$ 855,573	\$ 68,115	\$ 923,688	\$ 910,528	\$ (13,160)	101%	\$ 47	
<b>Mo. Avg.</b>	6,590	\$ 285,191	\$ 22,705	\$ 307,896	\$ 303,509	\$ (4,387)		\$ 47	
PY Mo. Avg. @ 6/30/19	4,112	\$ 167,646	\$ 14,169	\$ 181,815	\$ 189,369	\$ 7,554		\$ 44	

**Monthly Contribution Rates**

Premiums	
Employee Only	\$ 32.86
Employee + Spouse	\$ 65.72
Employee + Child(ren)	\$ 69.01
Employee + Family	\$ 98.58



# Monthly Experience Report

VSEBG Pool III

Dates: (7/1/2019-6/30/2020)



Name: Valley Schools Employee Benefits Group  
Plan: Pool III

a	b	c	d	e	f	g	h	i	j
Date	Employees	Paid Dental Claims	PEPM Fixed Expenses	Total Paid Claims & Expenses	Contributions	Surplus/ (Deficit)	Total Cost Loss Ratio	Total Cost PEPM	PY YTD Loss Ratio
2019-07	3,678	\$ 351,328	\$ 12,604	\$ 363,932	\$ 256,161	\$ (107,771)	142%	\$ 99	98%
2019-08	3,733	\$ 236,121	\$ 12,862	\$ 248,983	\$ 259,528	\$ 10,545	96%	\$ 67	108%
2019-09	3,943	\$ 182,860	\$ 13,506	\$ 196,366	\$ 272,127	\$ 75,761	72%	\$ 50	92%
2019-10				\$ -	\$ -	\$ -			89%
2019-11				\$ -	\$ -	\$ -			85%
2019-12				\$ -	\$ -	\$ -			83%
2020-01				\$ -	\$ -	\$ -			87%
2020-02				\$ -	\$ -	\$ -			86%
2020-03				\$ -	\$ -	\$ -			85%
2020-04				\$ -	\$ -	\$ -			84%
2020-05				\$ -	\$ -	\$ -			84%
2020-06				\$ -	\$ -	\$ -			85%
<b>Total</b>	11,354	\$ 770,309	\$ 38,972	\$ 809,281	\$ 787,816	\$ (21,465)	103%	\$ 71	
<b>Mo. Avg.</b>	3,785	\$ 256,770	\$ 12,991	\$ 269,760	\$ 262,605	\$ (7,155)		\$ 71	
PY Mo. Avg. @ 6/30/19	3,974	\$ 219,364	\$ 13,751	\$ 233,115	\$ 273,634	\$ 40,519		\$ 59	

**Monthly Contribution Rates**

**Premiums**

Employee Only	\$ 45.01
Employee + 1	\$ 90.03
Employee + 2	\$ 94.53
Employee + Family	\$ 135.04





# VALLEY SCHOOLS

## REPORT DEFINITIONS

Column Name	Data Description
Date	Month and year for experience data reported.
Employees	Number of employees as reported by provider source.
Paid Dental Claims	Paid dental claims as reported by provider source in reported month for all claims paid since the effective date including current report month except as noted.
PEPM Fixed Expenses	This amount includes all administrative costs & third party administrator costs.
Total Paid Claims & Expenses	Estimated paid claims plus plan fixed expenses.
Contributions	Contributions calculation = employees reported by provider source during reported month times contribution rates. Prior months totals may change based on any retroactivity reported by Districts.
Surplus/(Deficit)	Total contributions less total paid claims and expenses.
Total Cost Loss Ratio	Total paid claims and expenses divided by total contributions.
Total Cost PEPM	Total paid claims and expenses divided by total employees.
Prior Year YTD Loss Ratio	Loss ratio year-to-date as of the same month in the prior year.

This data has not been audited and is presented for the sole purpose of measuring the plan performance. The accuracy and reliability of the Monthly Experience Report is dependent on the information available at the time the report was prepared. Any changes to the underlying data will affect the results reported in the Monthly Experience Report. This report will reflect any eligibility retroactively and this may lead to a restatement of prior month(s) data.

GLENDALE ELEMENTARY SCHOOL DISTRICT  
TRUST BOARD  
**INFORMATIONAL AGENDA ITEM**

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AGENDA NO: 4.D. TOPIC: Claims Experience Review - Workers' Compensation

SUBMITTED BY: Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

DATE ASSIGNED FOR CONSIDERATION: October 15, 2019

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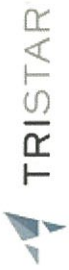
In September, GESD logged 15 incidents and GESD incurred \$11,900 for the month.

GESD has 37 open claims recorded since 2013 and the "Paid" amount is \$2,252,420.24 compared to the "Incurred" of \$3,552,085.73.

GESD has eight (8) claimants above \$75,000 (based on the "Paid" amount) and two (2) above \$150,000. For the purpose of workers' compensation, the stop-loss-level is \$300,000. The "Paid" amount for the eight (8) claimants are \$1,907,785.03 or 85% of the total "Paid" amount of \$2,252,420.24 and 2,845,719.30 or 80% of the total "Incurred" amount of \$3,552,085.73.

The average the cost per individuals is:

- \$60,876.22 for "Paid"
- \$96,002.32 for "Incurred"



# Claim Log Summary - Body Part and Cause

As of 09/30/2019

Insurer: Glendale Elementary School District #40  
Insured: Glendale Elementary School District #40

	Status	Body Part	Claim Cause	Paid	Incurred
█	Closed	LOWER LEG, RIGHT	KICKED	0.00	0.00
█	Open	MULTIPLE BODY PARTS	FALL ON SAME LEVEL	0.00	800.00
█	Open	BACK AREA LOWER: LUMBAR/SACRAL UPPER ARM(S)	LIFTING PATIENT	0.00	1,100.00
█	Closed	KNEE, RIGHT	HUMAN BITE	0.00	0.00
█	Closed	MULTIPLE BODY PARTS	STRUCK BY STUDENT	0.00	0.00
█	Open	SHOULDER, LEFT	HIT BY COWORKER OR PATIENT	0.00	3,900.00
█	Open	GREAT TOE, LEFT	HUMAN BITE	0.00	800.00
█	Closed	MULTIPLE UPPER EXTREMITIES	KICKED	0.00	0.00
█	Open	MULTIPLE BODY PARTS	TRIP	0.00	4,500.00
█	Closed	MULTIPLE BODY PARTS	FALL ON SAME LEVEL	0.00	0.00
█		<b>Total: 10</b>		<b>0.00</b>	<b>11,100.00</b>

	Status	Body Part	Claim Cause	Paid	Incurred
█	Closed	KNEE(S)	FALL ON SAME LEVEL	0.00	0.00
█		<b>Total: 1</b>		<b>0.00</b>	<b>0.00</b>

	Status	Body Part	Claim Cause	Paid	Incurred
█	Open	FACE: NOC	MOTOR VEHICLE: MISCELLANEOUS	0.00	0.00
█		<b>Total: 1</b>		<b>0.00</b>	<b>0.00</b>

	Status	Body Part	Claim Cause	Paid	Incurred
█	Open	GREAT TOE, RIGHT	STRUCK OBJECT HANDLED BY OTHER	0.00	800.00
█	Open	EYE, RIGHT	STRUCK BY OBJECT LIFTED/HANDLE	0.00	0.00
█	Closed	MULTIPLE BODY PARTS	CUMULATIVE (ALL OTHER)	0.00	0.00
█		<b>Total: 3</b>		<b>0.00</b>	<b>800.00</b>

This report may contain confidential information and is intended only for the intended recipient. You are hereby notified that disclosing, copying, distributing or taking any action in reliance on the contents of this report is strictly prohibited.

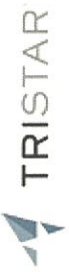


# Claim Log Summary - Body Part and Cause

As of 09/30/2019

Glendale Elementary School District #40 Insured Total:	15	0.00	11,900.00
Glendale Elementary School District #40 Insurer Total:	15	0.00	11,900.00
<b>Grand Total:</b>	<b>15</b>	<b>0.00</b>	<b>11,900.00</b>





# Claim Log Summary - Body Part and Cause

As of 09/30/2019

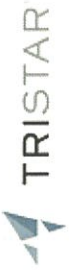
## Report Fields

Paid: amount paid inception to ending date listed in the report header  
Incurred: amount incurred inception to ending date listed in report header

Report Parameters	
Insurer	2528
Insured	-1
Insurance Type	ORG1 DESC
Claim Status	
Claimant Type	

Additional Report Parameters	
Additional Parameter	TRUNC(ADD_DATE) >= to_date('09/01/2019 00:00:00', 'mm/dd/yyyy hh24:mi:ss') AND TRUNC(ADD_DATE) <= to_date('09/30/2019 23:59:00', 'mm/dd/yyyy hh24:mi:ss') AND (INSURER_NUMBER in ('2528'))



# Claim Log Summary - Body Part and Cause

As of 09/30/2019

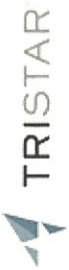
Insurer: Glendale Elementary School District #40  
Insured: Glendale Elementary School District #40

	Status	Body Part	Claim Cause	Paid	Incurred
	Re-Open	FOOT, RIGHT	BODY MOTION	120.00	3,300.00
	Open	BACK AREA LOWER: LUMBAR/SACRAL	STRUCK BY STUDENT	129,818.71	158,558.86
	Open	WRIST & HAND, LEFT	INJURED BY HAND TOOL/MACHINE	88,829.24	99,918.04
	Open	BUTTOCKS	FALL/SLIP ON/OVER OBJECT	4,710.12	9,381.77
	Open	UPPER ARM, RIGHT	BITTEN	912.66	1,400.00
	Open	ELBOW, LEFT	FALL/SLIP ON/OVER OBJECT	11,395.18	20,013.00
	Open	MULTIPLE BODY PARTS	Struck by Excep-Ed Student	5,560.22	14,113.00
	Open	MULTIPLE BODY PARTS	Struck by Excep-Ed Student	17,921.03	81,312.56
	Open	FINGER(S)	STRUCK OBJECT HANDLED BY OTHER	12,889.83	29,500.00
	Open	ANKLE, RIGHT	FALL/SLIP ON STAIRS/STEPS	1,385.51	3,300.00
	Open	MULTIPLE BODY PARTS	FALL/SLIP ON/OVER OBJECT	739,545.44	958,459.20
	Open	MULTIPLE BODY PARTS	FALL ON SAME LEVEL	0.00	800.00
	Open	BACK AREA LOWER: LUMBAR/SACRAL	LIFTING PATIENT	0.00	1,100.00
	Open	SHOULDER, LEFT	Struck by Excep-Ed Student	48,980.40	59,658.58
	Open	WRIST, RIGHT	LIFTED OR HANDLED OBJECT	119,675.17	147,004.50
	Open	MULTIPLE BODY PARTS	HIT BY COWORKER OR PATIENT	0.00	3,900.00
	Open	SHOULDER, LEFT	HUMAN BITE	0.00	800.00
	Open	WRIST(S)	TRIP/NO FALL	97,043.06	152,662.64
	Re-Open	MULTIPLE UPPER EXTREMITIES	SUBDUING A PERSON	32,999.47	64,028.65
	Open	MULTIPLE UPPER EXTREMITIES	TRIP	0.00	4,500.00
	Open	EYE, LEFT	TRIP	95,877.92	167,136.12
	Open	MULTIPLE BODY PARTS	STRUCK BY STUDENT	8,334.55	14,461.79
	Open	BACK AREA LOWER: LUMBAR/SACRAL	STRUCK BY STUDENT	141,437.46	177,387.30
		<b>Total: 23</b>		<b>1,557,435.97</b>	<b>2,172,696.01</b>
	Open	ANKLE, RIGHT	FALL DIFFERENT LEVEL	2,020.30	3,300.00

Run Date: 10/02/2019 08:10:06

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# Claim Log Summary - Body Part and Cause

As of 09/30/2019

Status	Body Part	Claim Cause	Paid	Incurred
Open	KNEE, LEFT	TRIP	495,558.03	984,592.64
Open	FACE: NOC	MOTOR VEHICLE: MISCELLANEOUS	0.00	0.00

**Total: 3** 987,578.33 987,592.64

Status	Body Part	Claim Cause	Paid	Incurred
Open	LOWER LEG, RIGHT	FALL/SLIP	3,345.37	5,550.00
Open	GREAT TOE, RIGHT	STRUCK OBJECT HANDLED BY OTHER	0.00	800.00
Open	EYE, RIGHT	STRUCK BY OBJECT LIFTED/HANDLE	0.00	0.00

**Total: 3** 3,345.37 6,350.00

Status	Body Part	Claim Cause	Paid	Incurred
Open	ELBOW, LEFT	FALL/SLIP	20,446.63	23,752.40
Open	BACK AREA MIDDLE	FALL/SLIP	68,166.34	94,666.11
Open	MULTIPLE LOWER EXTREMITIES	STRUCK/INJURED BY MOTOR VEHICLE	21,396.04	26,700.00
Open	SHOULDER, LEFT	LIFTING	44,721.49	168,086.32

**Total: 4** 154,730.50 313,204.83

Status	Body Part	Claim Cause	Paid	Incurred
Open	KNEE, RIGHT	FALL/SLIP ON STAIRS/STEPS	32,646.98	50,942.27
Open	TOE(S)	INJURED BY HAND TOOL/MACHINE	1,064.25	1,980.00

**Total: 2** 33,711.23 52,922.27

Status	Body Part	Claim Cause	Paid	Incurred
Open	WRIST, LEFT	LIFTED OR HANDLED OBJECT	4,381.56	15,169.98
Open	SHOULDER, RIGHT	LIFTING	1,237.28	3,850.00

**Total: 2** 5,618.84 19,019.98

**Glendale Elementary School District #40 Insured Total: 37** 2,252,420.24 3,552,085.73

**Glendale Elementary School District #40 Insurer Total: 37** 2,252,420.24 3,552,085.73

Run Date: 10/02/2019 08:10:06

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# Claim Log Summary - Body Part and Cause

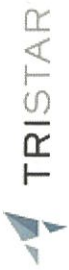
As of 09/30/2019

Grand Total: 37

2,252,420.24

3,552,085.73





# Claim Log Summary - Body Part and Cause

As of 09/30/2019

## Report Fields

Paid: amount paid inception to ending date listed in the report header  
Incurred: amount incurred inception to ending date listed in report header

Report Parameters	
Insurer	2528
Insured	-1
Insurance Type	ORG1 DESC
Claim Status	
Claimant Type	
Additional Report Parameters	
Additional Parameter	claimant_status_desc <> 'Closed' AND END_DATE >= to_date('09/01/2019 00:00:00', 'mm/dd/yyyy hh24:mi:ss') AND END_DATE <= to_date('09/30/2019 23:59:00', 'mm/dd/yyyy hh24:mi:ss') AND (INSURER_NUMBER in ('2528'))

GLENDALE ELEMENTARY SCHOOL DISTRICT  
TRUST BOARD  
**INFORMATIONAL AGENDA ITEM**

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AGENDA NO: 4.E. TOPIC: Insurance and Wellness Update

SUBMITTED BY: Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

DATE ASSIGNED FOR CONSIDERATION: October 15, 2019

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Human Resource staff will present the Trust Board with Wellness and Insurance updates.

# GLENDALE ELEMENTARY SCHOOL DISTRICT No. 40

7301 N. 58<sup>TH</sup> AVENUE, GLENDALE, ARIZONA 85301 • (623) 237-7100 • [www.gesd40.org](http://www.gesd40.org)



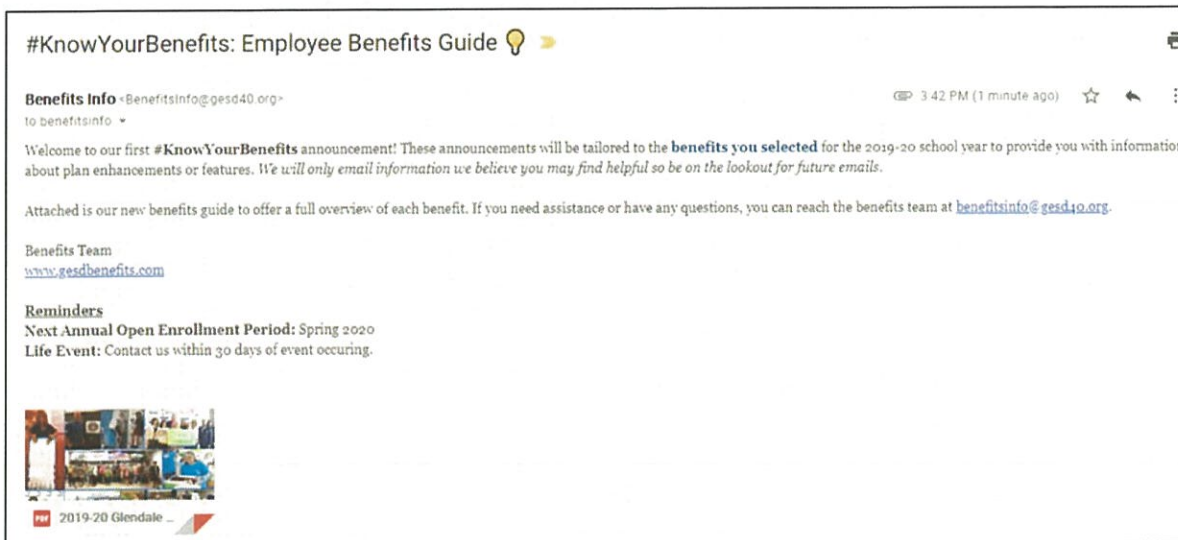
## Benefits Team Highlights

**Goals: Compliance / Benefits & Financial Literacy / Building Strong Partnerships**

### October 2019

- Carrier Enrollment Reports – achieved zero errors on the following:
  - Medical
  - Dental
  - Vision
- Completed short-term disability census
- Provided a Financial Literacy presentation to Administrators
- As part of the initiative to push the WellStyles platform:
  - 118 WellStyles vouchers redeemed between September – October
  - Increased enrollment participation from 258 to 341 - that's 80 new enrollments!
- Created an in-house #KnowYourBenefits campaign to provide plan benefit information to targeted participants who elected that specific coverage. Two emails have been generated:
  - Benefit Guide
  - HDHP Brainshart Video

Below is an example:



GLENDALE ELEMENTARY SCHOOL DISTRICT  
TRUST BOARD

**ACTION AGENDA ITEM**

AGENDA NO: 5.A. TOPIC: Approval of Minutes

SUBMITTED BY: Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

DATE ASSIGNED FOR CONSIDERATION: October 15, 2019

RECOMMENDATION:

The minutes of the September 25, 2019 Regular Meetings are submitted for approval.

---

The minutes of September 25, 2019 meeting is attached.



**MINUTES OF THE REGULAR TRUST BOARD MEETING**  
**Glendale Elementary School District No. 40 of Maricopa County, Arizona**  
**District Office, East Board Room 4:30 p.m.**  
**September 25, 2019**

Present: Board Members  
Ms. Mary Ann Wilson  
Mr. Lee Peterson  
Ms. Bernadette Bolognini\*  
*\*Participated telephonically*

Other Attendees:  
Ms. Megan McCave  
Ms. Jessica Sanchez  
Ms. Teresa Wong  
Ms. Joanna Morse  
Ms. Judy Nublick  
Ms. Darlene DeVeuve  
Ms. Jodi Finnesy  
Ms. Davita Solter\*\*  
*\*\*Arrived at 4:38pm*

Absent: Mr. Mike Martinez

Recorder: Mike Barragan

**CALL TO ORDER**

Mr. Peterson called the meeting to order at 4:30 p.m. noted the presence of three of four Trust Board members, with Ms. Bolognini participating telephonically, and Mr. Mike Martinez absent, constituting a quorum.

**BOARD AND STAFF INTRODUCTIONS**

Mr. Peterson welcomed everyone in attendance. Mr. Barragan introduced Legal Counsel, Jessica Sanchez. Everyone in attendance introduce themselves.

**APPROVAL OF AGENDA**

Ms. Wilson motioned to approve the agenda as presented; Ms. Bolognini seconded; Upon a call to vote, the motion carried with three votes in favor from Ms. Wilson, Ms. Bolognini and Mr. Peterson.

**STUDY SESSION**

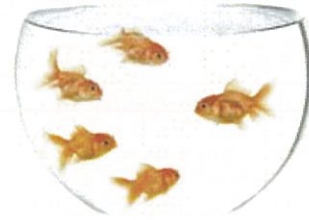
Legal counsel, Ms. Jessica Sanchez, presented an overview of the Open Meeting Law to the Trust Board member.

## Complying with Arizona's Open Meeting Laws

Prepared by:  
**Jessica S. Sanchez**  
Udall Shumway PLC  
September 2019

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Governing Boards and Administration  
operate in a fish bowl...



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### The Public Has the Right to Know

- The legislature and courts have repeatedly expressed its intent that the public have access to the governmental process.
- This includes actions of the District Administration and its Governing Board.
- This end is accomplished through two main vehicles:
  - Arizona's Open Meeting Law (Topic of this presentation)
  - Arizona's Public Records Laws

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### Open Meeting Law Summed Up

The public should know (with few and narrow exceptions):

- 1) Where you hold your meetings;
- 2) What you will be talking about;
- 3) What decision you make;
- 4) The reasons for your decision;

The public should have equal access to this process.

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### Notice

- General notice of where public notices of meetings will be posted is to be conspicuously posted on your website, including physical and electronic locations.

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### Notice

- Notice of meetings must be posted at least twenty-four hours in advance to members of the public body and to the general public.
- The twenty-four hour period includes Saturdays if the public has access to the physical posted location in addition to any website posting. Sundays and other holidays are excluded.

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## Notice and Agendas

- Notice of the topics to be addressed at open meetings (the agenda) must be specific and should be easy for a member of the public to understand.
- If a matter not specifically listed on the Agenda is brought up during a meeting, the Board should defer discussion and decision on the matter until the matter is "specifically" listed on a future Agenda.

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## Accessibility

- Every member of the public should have equal access to the information presented at a Board Meeting.
- The District should provide notices to the public that accommodations can be made for persons with disabilities and for persons who do not understand English.

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## Meetings Shall Be Open to the Public

- All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings.
- All **legal action** of public bodies shall occur during a public meeting. A.R.S. § 38-431.01(A)

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## Definition of "Meeting" A.R.S. 38-431(4)

A gathering, in person or through technological devices, of a quorum of the Board at which the Board:

1. Discusses legal action
2. Proposes legal action
3. Takes legal action
4. Deliberates with respect to such actions

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## Definition of "Meeting" cont'd

"Meeting" includes:

- A one-way electronic communication by one Board Member that is sent to a quorum of the Board and that proposes legal action; or
- An exchange of electronic communication among a quorum of the Board that involves a discussion, deliberation or the taking of legal action by the Board concerning a matter likely to come before the Board for action.

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## "Splintering" of the Board

Board Members may not circumvent public discussion by "splintering" the quorum and having separate or serial discussions (in person or via technology).



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### Use of 3<sup>rd</sup> Parties A.R.S. 38-431.01(I)

- It is unlawful for a Board member to knowingly direct any staff member to communicate in violation of the OML.
- This means that an Administrator cannot be directed to "poll" the Board members or share the opinions/positions of Board members with a quorum of the Board.

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### Definition of "Legal Action" Atty. Gen. 105-004, A.R.S. 38-431(3).

- A collective decision, commitment or promise made by a public body ...
- Includes discussion or consultations among a majority of the members of a public body regarding matters that **may foreseeably** require final action or a final decision by the governing body.

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### Discussions with less than a Majority of the Board

Discussions and deliberations between less than a majority of the members of a governing body, when used to circumvent the purposes of the OML, violate that law.

AZ Attorney General Administrative Agency Handbook, Chapter 7.

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### Safest Course of Action

- Comply with the OML whenever a majority of the body discusses District business.
- If District business is being discussed, it is a Board meeting, no matter what the gathering is called (e.g. "work" or "study" session).

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### Exceptions to the Open (Public) Meeting Requirement



VS.



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### Executive Session

- "Executive session" means a gathering of a quorum of members of a public body from which the public is excluded for one or more of the reasons prescribed in section 38-431.03.
- Only individuals whose presence is reasonably necessary in order for the public body to carry out its executive session responsibilities may attend the executive session.

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## Executive Sessions

Can be held pursuant to § 38-431.03 for seven reasons:

- 1) Personnel matters;
- 2) Review of confidential records;
- 3) Legal advice;
- 4) Provide direction to attorneys re: contracts, litigation, settlements;
- 5) Meet and confer (Exec. Session for salary, benefits discussion only);
- 6) International or interstate negotiations; and
- 7) Purchase, sale or lease of real property.

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## Executive Sessions

- The minutes of and discussions from an executive sessions must be kept confidential except from:
  - Members of the public body which met in executive session.
  - Individuals who were the subject of exec. sessions for personnel matters.
  - The auditor general.
  - The county attorney or the attorney general when investigating OML violations.
- Anytime an executive session is convened, all members present must be reminded about the obligation to keep the discussions confidential (the “admonition”).

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## Executive Sessions

- No legal action involving a final vote or decision shall not be taken in an executive session, except that the Board may provide instructions to its attorneys or representatives.
- A public vote must be taken before any legal action binds the Board.
- A public vote must be taken to enter into executive session and to exit executive session.
- The Board may only discuss those matters that which are noticed as the purpose for the executive session.

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## Executive Sessions

- Title 15 provides additional reasons where an executive session will be warranted and/or appropriate:
  - 1) Student discipline proceedings and decisions;
  - 2) Promotion / retention / graduation of students;
  - 3) Testimony of students in employee discipline hearings.
  - 4) Employee Dismissal Hearings

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## Other Common Issues ...



JAY  
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## Calls to the Public

- The public has the right to attend and listen to Board meetings, NOT the right to speak at the Board meeting.
- If the Board decides to include a call to the public, the Board may limit the amount of time given to each speaker.

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## Calls to the Public

- Members of the Board may not discuss or take action on matters raised during the call to the public that are not specifically identified on the agenda.
- Board members may, however, respond to criticism made by those who have addressed the public body, ask staff to review a matter, or ask that a matter be put on a future agenda.

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## The Dangers of E-Mail

- E-mails among Board members can easily become an unintentional violation of the Open Meeting Law.
- When Board members communicate by e-mail with District personnel, best practice is to **not** forward the e-mail to other members of the Board.
- Replies should be sent individually to staff, **without copying** other Board members

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## Attorney General Guidance

- The technology used (e.g. emails, social media, etc.) do not change the analysis of the Open Meeting Law.
- The law will always be construed in favor of open and public meetings.
- The following hypotheticals and guidance from AZ AG Opinion No. 105-004 are instructive:

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## Attorney General Guidance

- Helpful hypotheticals:
  - E-mail discussions between less than a quorum of the members that are forwarded to a quorum by a board member or at the direction of a board member would violate the OML.
  - If a staff member or a member of the public e-mails a quorum of members of the public body, and there are no further e-mails among board members, there is no OML violation.

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## Attorney General Guidance

- Helpful hypotheticals:
  - Board member A on a five-member board may not e-mail board members B and C on a particular subject within the scope of the board's responsibilities and include what other board members D and E have previously communicated to board member
    - This e-mail would be part of a chain of improper serial communications between a quorum on a subject for potential legal action.

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## Attorney General Guidance

- A board member may e-mail staff and a quorum of the board proposing that a matter be placed on a future agenda.
  - Note: Better practice would be to allow the Superintendent to communicate with staff
- Proposing that the board have the opportunity to consider a subject at a future public meeting, without more, does not propose legal action, and, therefore, would not violate the OML.
  - Note: Better practice would be to ask your Superintendent for a future agenda item or to propose a future agenda item at a board meeting.

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### Attorney General Guidance

- An e-mail from the superintendent of the school district to a quorum of the board members would not violate the OML.
- However, if board members reply to the superintendent, they must not send copies to enough other members to constitute a quorum.
- Similarly, the superintendent must not forward replies to the other board members.
  - Tip: Blind Copy Board members for these emails to prevent an inadvertent OML violation.

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### Attorney General Guidance

- One board member on a three-member board may e-mail a unilateral communication to another board member concerning facts or opinions relating to board business, but board members may not respond to the e-mail because an exchange between two members would be a discussion by a quorum.
  - NOTE: Better practice is to just not do this.

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### Attorney General Guidance

- A board member may copy other board members on an e-mailed response to a constituent inquiry without violating the OML because this unilateral communication would not constitute discussions, deliberations or taking legal action by a quorum of the board members.
  - NOTE: Better practice is to make sure the Superintendent is copied so that he can direct the individual to the appropriate process or procedure.

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### Attorney General Guidance

- An e-mail request by a board member to staff for specific information does not violate the OML, even if the other board members are copied on the e-mail.
- The superintendent may reply to all without violating the OML as long as that response does not communicate opinions of other board members.
- However, if board members reply in a communication that includes a quorum, that would constitute a discussion or deliberation and therefore violate the OML.
  - NOTE: Better practice is to allow the Superintendent to communicate with staff.

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### Attorney General Guidance

- A board member may use e-mail to send an article, report or other factual information to the other board members or to the superintendent or staff member with a request to include this type of document in the board's agenda packet.
- The agenda packet may be distributed to board members via e-mail.
- Board members may not discuss the factual information with a quorum of the board through e-mail.

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### Attorney General Guidance

- Although it is not legally required, the Attorney General recommends that any e-mail include a notice advising board members of potential OML consequences of responding to the e-mail.  
Example

*"To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other members of the public body. Members of the public body may reply to this message, but they should not send a copy of the reply to other members."*

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## Attorney General Guidance

- Language for e-mails from board members could be the following:

*"To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other board members and board members should not reply to this message."*

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## Summary of Current Events A.R.S. 38-431.02 (K)

The Superintendent, Board President or a Board Member may present a brief summary of current events w/o listing the specific matters to be summarized if:

- The summary is listed on the Agenda; &
- The Board does not discuss, consider, propose, deliberate or take any legal action based on the summary, unless the specific matter is on the Agenda.

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## Summary of Current Events A.R.S. 38-431.02 (K)

- A current event means:
  - Something that just occurred; or
  - Something that is coming up soon.
- Board members should not engage in discussion or repeated question/answers during "current events" presentation.

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## If the Open Meeting Law is Violated

- All legal action taken is null and void unless subsequently ratified.
- The court may impose a civil penalty up to **\$500.00 for the 2<sup>nd</sup> offense and up to \$2500.00 for 3<sup>rd</sup> and subsequent offenses**

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## If the Open Meeting Law is Violated

- The court may also order payment of attorney's fees and costs; the public body may not pay these costs and attorney's fees.
- If the court determines a public officer violated the Open Meeting Law "with intent to deprive the public of information or of the opportunity to be heard," the court may remove the public officer from office.

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## Useful References

### Arizona Agency Handbook

Published by the Arizona Attorney General's Office, especially Chapter 6 on Public Records, and Chapter 7 on the Open Meeting Law:

<https://www.azag.gov/sites/default/files/sites/all/docs/agency-handbook/ch07-2013.pdf>

<tps://www.azaghandbook/ch07-2013.pdf>

FUSD Governing Board Policies

<http://policy.azsba.org/asba/Z2Browser2.html?showset=allmanuals>

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## Questions?

I look forward to a great school year!



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## INFORMATIONAL ITEMS

### Assistant Superintendents Update

Mr. Barragan announced to the Trust Board Members that former Member Cathey Mayes, resigned in July 2019.

Mr. Barragan informed members enrollment has declined from previous year.

Mr. Barragan shared that at the last Governing Board a celebration was held for students who scored 100% on AzMerit.

Lastly, Mr. Barragan congratulated Human Resources for achieving zero errors on the United Healthcare enrollment report and GESD becoming first district to accomplish that goal.

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**Claims Experience Review – Medical**

Mr. Barragan reported the following:

**Fiscal Year 2019**

Medical generated \$8,199,026 in revenues and incurred \$6,591,486 in claims resulting in a surplus of \$1,607,540. The plan's loss ratio was 80% for fiscal year 2019 compared to 114% in the previous year.

GESD had 12 claims above \$75,000 and five above the \$150,000 stop loss level. Collectively, the 12 claims have incurred \$2,085,639 or 32% of the total overall medical cost. Based on the information, GESD anticipates a \$437,377 refund.

**Fiscal Year 2020**

In July, GESD incurred \$861,651 in medical claims and represents a monthly loss ratio of 137%.

In August, GESD incurred \$555,350 in medical claims and represents a monthly loss ratio of 83%.

Since July 1, 2019, GESD has incurred \$1,416,971 in medical claims and represents a loss ratio of 109%.

GESD has two claims above \$75,000 and one has exceeded the \$150,000 stop-loss level. A refund is not expected because the claimant has exceeded the stop-loss level in previous years.

Based on the trend, we project revenues to generate \$7,769,412 by June 30, 2020 and we anticipate to incur approximately \$8,801,832 in medical claims or a loss ratio of 109% by June 30, 2019.

**Claims Experience Review – Dental**

Mr. Barragan reported the following:

**Fiscal Year 2019**

Pool I (or base plan), generated \$879,865 in revenues and incurred \$750,121 in dental claims resulting in a surplus of \$129,744. The plan's loss ratio was 85% for fiscal year 2019 and performed better by 5% when compared to the previous year.

Pool III (or buy-up plan), generated \$3,283,609 in revenues and incurred \$2,797,382 in dental claims resulting in a surplus of \$486,227. The plan's loss ratio was 85% for fiscal year 2019 and performed better by 3% when compared to the previous year.

**Fiscal Year 2020**

In July, Pool I (or base plan) incurred \$95,258 in dental claims or a monthly loss ratio of 149%. Based on the trend, we project revenues to generate \$765,768 by June 30, 2020 and we anticipate Pool I (or base plan) to incur approximately \$1,143,096 or a loss ratio of 149% by June 30, 2020.

In July, Pool III (or buy-up plan) incurred \$363,932 in dental claims or a monthly loss ratio of 142%.

Based on the trend, we project revenues to generate approximately \$3,069,396 by June 30, 2020 and we anticipate Pool III (or buy-up plan) to incur approximately \$4,367,184 or a loss ratio of 142% by June 30, 2020.

In August, Pool I (or base plan) incurred \$57,571 in dental claims or a monthly loss ratio of 85%.



---

Based on the trend, we project revenues to generate \$786,072 by June 30, 2020 and we anticipate Pool I (or base plan-) to incur approximately \$916,980 or a loss ratio of 117% by June 30, 2020.

In August, Pool III (or buy-up plan) incurred \$248,983 in dental claims or a monthly loss ratio of 96%.

Based on the trend, we project revenues to generate approximately \$3,102,216 by June 30, 2020 and we anticipate Pool III (or buy-up plan) to incur approximately \$3,677,496 or a loss ratio of 119% by June 30, 2020.

### **Financial Review - Employee Benefits**

#### **Fiscal Year 2019**

Mr. Barragan reported the financials for June 30, 2019 reflected the "Ending net position reserved for claims and expenses" as \$13,817,255.70" and that the beginning net position and ending net position do not include liability for incurred but not reported (IBNR) claims.

#### **Fiscal Year 2020**

Mr. Barragan reported the financials for July 31, 2019 reflected the "Ending net position reserved for claims and expenses" as \$12,818,016.56".

### **Claims Experience Review - Worker's Compensation**

Ms. Morse reported Worker's Compensation paid claim amounts:

1. FY 2016-2017 \$809,069.47
2. FY 2017-2018 \$552,303.57
3. FY 2018-2019 \$853,720.68

Ms. Morse reported top five injury trends by incurred costs to be the following:

1. Struck by SPED student \$14,113
2. Fall/Slip \$5,550
3. Kicked - \$4,650
4. Lifting \$4,650
5. Fall/Slip on Stairs/Steps \$4,100

Ms. Morse reported for the month of August 2019 the following to be top frequency injuries:

1. Struck by student Regular/SPED 10
2. Fall (all categories) 10
3. Human Bite/Bite 8
4. Hand tools 4
5. Kicked 3
6. Lifting 2

## Financial Review – Worker’s Compensation

Mr. Barragan presented:

### Fiscal Year 2019

The financial report for June 30, 2019 reflects the “Ending net position reserved for claims and expenses” as \$1,296,252.66”.

Beginning net position and ending net position do not include liability for incurred but not reported (IBNR) claims.

### Wellness and Insurance Benefit Update

Ms. Jodi Finnesy presented a summary of monthly highlights as of July 1<sup>st</sup> including various trainings attended.

**GLENDALE ELEMENTARY SCHOOL DISTRICT NO. 40**  
7301 N. 58<sup>TH</sup> AVENUE, GLENDALE, ARIZONA 85301 • (623) 237-7100 • www.gesd40.org

**Benefits Team Highlights**

**July 2019**

- Arizona State Retirement System Training
- Review of American Fidelity Employee Enrollments

**August 2019**


- Carrier Plan Overview with Valley Schools
- Wellness Plan Overview with Valley Schools
- Carrier Portal Training – presentations from:
  - BASIC
  - Sun Life
  - Cigna Dental
  - Delta Dental
  - United Healthcare

**September 2019**

- Created Benefits Booklet
- Attended Valley Schools Benefits Network Meeting - HOPE in Benefits Alliance
- United Healthcare eServices Training
- TSA Consulting Group
  - Review of services offered
  - Provide background on IRS audit
- One2One Wealth Strategies
  - Compliance surrounding financial literacy and informing employees
- Mandatory Notices Distributed to Employees
  - Medicare Part D
  - Meaningful Notice for Tax Shelter Annuity (TSA)
- WellStyle Vouchers
  - All schools/departments received vouchers to incentivize employee recognition and wellness
- Invoice Training with Valley Schools
- Ancillary Portfolio Review with Valley Schools
  - Potential new carriers/benefits:
    - Interface Employee Assistance Program
    - InfoArmor
    - Colonial Life
- Carrier Enrollment Reports – achieved zero errors on United Healthcare file
  - GESD is the first district to achieve this goal
- Attended Valley Schools Employee Benefits Group Provider Showcase – presentations from:
  - United Healthcare
  - BASIC
  - Colonial Life
  - Brockhurst & Associates, Inc.
  - Interface EAP
  - Delta Dental
  - InfoArmor
  - Cigna Dental
  - Sun Life Financial
  - Liberty Mutual
  - TSA Consulting

**Coming Soon**

- Brainspark Benefits Video
  - Provide overview of High Deductible Health Plan



**GLENDALE ELEMENTARY  
SCHOOL DISTRICT  
GESD**

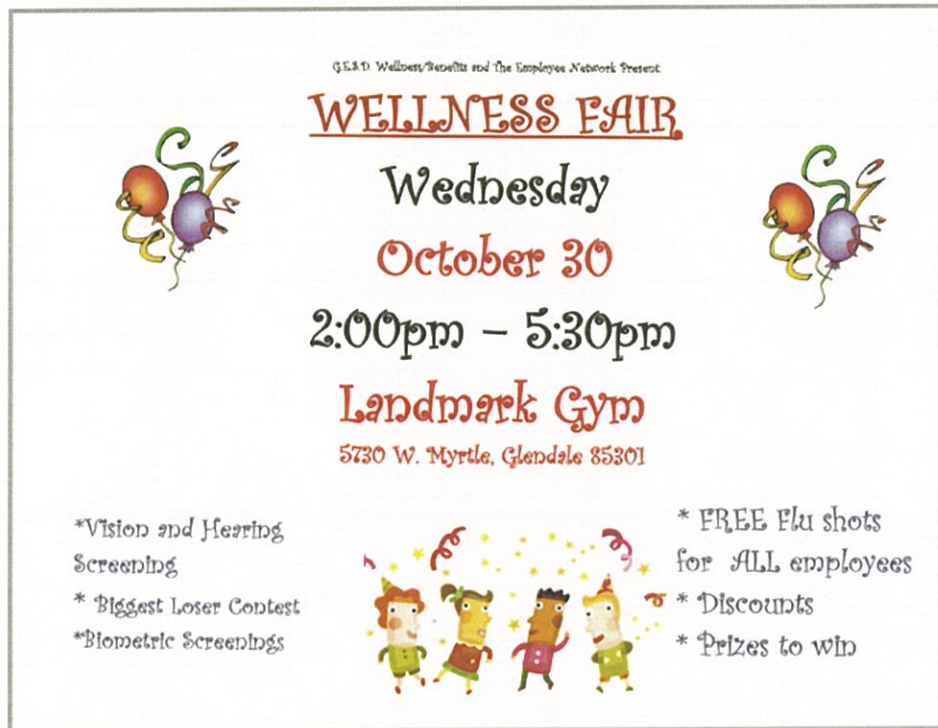
*ALL IN FOR ALL KIDS*

CREATED 9.25.19

Ms. Wong presented newly created benefits booklet for new staff and mentioned visiting sites for one on one to ease enrollment process.



Ms Davita Solter presented HSA. She mentioned there was only one criteria; physical or well women/men exam. She is hosting monthly insurance 101 classes. Wellness fair will be October 30, 2019 and will have available free flus shots and vision/hearing screenings for all employees. Smith school hosts the schoolhouse, a free resource center for teachers to visit once a week.



**ACTION ITEMS**

**Approval of Minutes**

Ms. Wilson motioned to approve the May 21, 2019 minutes. Ms. Bolognini seconded; Upon a call to vote, the motion carried with three votes in favor from Ms. Wilson, Ms. Bolognini and Mr. Peterson.

**Approval of 2019-2020 Trust Board Meeting Schedule**

Ms. Wilson motioned to approve the 2019-2020 Trust Board meeting schedule. Ms. Bolognini seconded; Upon a call to vote, the motion carried with three votes in favor from Ms. Wilson, Ms. Bolognini and Mr. Peterson.

**Summary of Current Events**

None.

**ADJOURNMENT**

Ms. Wilson motioned to adjourn. Ms. Bolognini seconded; Upon a call to vote, the motion carried with three votes in favor from Ms. Wilson, Ms. Bolognini and Mr. Peterson.

There being no further business, the meeting adjourned at 6:04 p.m.

GLENDALE ELEMENTARY SCHOOL DISTRICT  
TRUST BOARD  
**INFORMATIONAL AGENDA ITEM**

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Reports, presentations and other similar items are submitted to the Trust Board as information and do not require action.

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AGENDA NO: 6.A. TOPIC: Trust Board Report

SUBMITTED BY: Mr. Mike Barragan, Assistant Superintendent for Finance and Auxiliary Services

DATE ASSIGNED FOR CONSIDERATION: October 15, 2019

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The Trust Board will present brief summaries of current events, if necessary.