

CITY OF SURPRISE

**HEALTH BENEFITS TRUST FUND BOARD
16000 North Civic Center Plaza
Surprise, AZ 85374**

December 6, 2023

MEETING MINUTES

CALL TO ORDER

Chairperson Renee Pastor called the Health Benefits Trust Fund Meeting to order at 4:08 p.m. at Surprise City Hall, 16000 North Civic Center Plaza, Surprise, Arizona 85374, on Wednesday, December 6, 2023.

ROLL CALL

In attendance were Chairperson Renee Pastor, Vice Chair William Coniam, Board Member Barb Minick, Board Member Candice Rachal, and Board Member Andrea Davis.

STAFF PRESENT:

Paige Gearhart, Human Resources Manager; Digger Oster, Risk Manager – Senior; Justin Jackson, Human Resources Specialist; Jenna Garcia, Financial Analyst – Senior; Erick Martin, Assistant Director – Finance; Julie Ralls, Accountant – Senior; Laura Roybal, Administrative Services Assistant.

PLEDGE OF ALLEGIANCE

CURRENT EVENTS REPORT

None

STAFF REPORT

None

CALL TO THE PUBLIC

None

CONSENT AGENDA

Item 1: Consideration and action pertaining to the approval of the August 23, 2023 Health Benefits Trust Fund Board Meeting Minutes.

- Board Member Minick made a motion to approve the minutes for the August 23, 2023 meeting. Board Member Andrea Davis seconded the motion. Motion passed.

REGULAR AGENDA ITEMS NOT REQUIRING A PUBLIC HEARING

Item 2: Presentation and discussion pertaining to CBIZ Consulting FY2024 1st Quarter Report.

- Mike Barberio and Mike Zucarelli presented CBIZ Consulting's FY2024 1st Quarter Report, as well the city's pharmacy spend and rebate summary.

Item 3: Presentation and discussion of the City's unaudited Employee Healthcare and Workers' Compensation Self Insurance Funds Financial Report for FY2023 4th Quarter and FY2024 1st Quarter.

- Erick Martin, Assistant Director of Finance, presented the FY2023 4th Quarter and FY2024 1st Quarter Financial Reports.

Item 4: Consideration and action pertaining to the Health Benefit Trust Fund Board Annual Calendar for 2024.

- Discussion was had regarding the dates and times for the scheduled meetings. The proposed calendar was amended to reflect the following dates and times:
 - March 6, 2024 3:30 (changed from 3:00 pm)
 - June 5, 2024 4:00 (changed from May 22, 2024)
 - August 28, 2024 (no changes from proposed)
 - December 4, 2024 (no changes from proposed)
- Board Member Davis made a motion to approve the meeting calendar for 2024, as amended. Vice Chair Coniam seconded the motion. Motion passed.

Item 5: Consideration and action to elect a Chairperson and Vice-Chairperson for the Health Benefits Trust Fund Board.

- Vice Chair Coniam nominated Renee Pastor to continue as Chairperson of the Health Benefits Trust Fund Board. Board Member Minick seconded the nomination. Motion passed.
- Chairperson Pastor nominated William Coniam as Vice-Chair of the Health Benefits Trust Fund Board. Board Member Rachal seconded the nomination. Motion passed.

OTHER BUSINESS

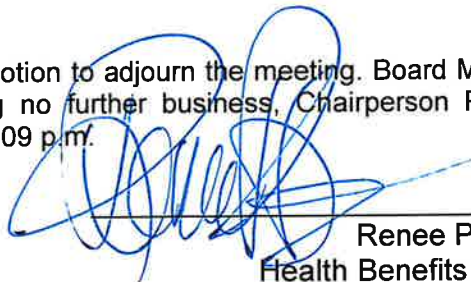
No other business will be added as the next meeting will include the FY2025 budget presentation.

EXECUTIVE SESSION

No executive session was held.

ADJOURNMENT

Board Member Minick made a motion to adjourn the meeting. Board Member Rachal seconded the motion. Motion passed. Hearing no further business, Chairperson Pastor adjourned the Health Benefits Trust Fund meeting at 5:09 p.m.



Renee Pastor, Chair
Health Benefits Trust Fund Board