

CITY OF SURPRISE

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

March 6, 2024

MEETING MINUTES

CALL TO ORDER

Chairperson Renee Pastor called the Health Benefits Trust Fund Meeting to order at 3:32 p.m. at Surprise City Hall, 16000 North Civic Center Plaza, Surprise, Arizona 85374, on Wednesday, March 6, 2024.

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:

Donna Meuse, Human Resources Director; Digger Oster, Risk Manager – Senior; Justin Jackson, Human Resources Specialist; Jenna Garcia, Financial Analyst – Senior; Erick Martin, Assistant Director – Finance; Jennifer Medina, Assistant Director, Finance; Rebecca Chitwood, Accounting Manager.

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 December 6, 2023 Health Benefits Trust Fund Board Meeting Minutes.

- Board Member Candice Rachal made a motion to approve the minutes for the December 6, 2023 meeting. Board Member Barb Minick seconded the motion. Motion passed.

REGULAR AGENDA ITEMS NOT REQUIRING A PUBLIC HEARING

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

- Melissa Barbakoff provided a list of definitions of terms used in the quarterly reports. Melissa, Mike Barberio and Mike Zucarelli presented CBIZ Consulting's FY2024 2nd 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 FY2024 2nd Quarter.

- Erick Martin presented the FY2024 2nd Quarter Financial Reports.

Item 4: Consideration and action pertaining to the approval of the recommended FY2025 Health Benefit Trust Fund Budget.

- Jen Medina presented the recommended budget for the Health Benefit Trust Fund for FY2025.
- Vice Chair Coniam made a motion to approve the FY2025 Health Benefit Trust Fund Budget. Board Member Davis seconded the motion. Motion passed.

Item 5: Consideration and action pertaining to the approval of the FY2025 Workers' Compensation Plan Budget.

- Digger Oster presented the recommended budget for the Workers' Compensation Plan for FY2025.
- Board Member Rachal made a motion to approve the FY2025 Workers' Compensation Plan Budget. Board Member Davis seconded the motion. Motion passed.

OTHER BUSINESS

None.

EXECUTIVE SESSION

No executive session was held.

ADJOURNMENT

Chairperson Pastor 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 4:36 p.m.



William Coniam, Vice Chairperson
Health Benefits Trust Fund Board