

Minnesota Healthcare Consortium
Mt. Iron, Minnesota

Minnesota Healthcare Consortium (MHC)
Joint Powers Authority (JPA) Board of Directors
Location: Metro ECSU, Arden Hills
1:00 p.m., Wednesday, February 6, 2019
(218) 749-9259

Please note special meeting time (1:00 p.m.) and location (Metro ECSU, Arden Hills)

Members: Jim Fish, Lakes Country Service Cooperative; Julie Peterson, Northeast Service Cooperative; Jason Carlson, Northwest Service Cooperative; Paul Bravinder, Resource Training Solutions; Lynn Gorski, Southeast Service Cooperative; Jodi Sapp, South Central Service Cooperative; Darin Balken, Southwest West Central Service Cooperative

A G E N D A

1. Call to Order, Chair Carlson (*action*)
2. Roll Call (*action*)
3. Welcome and Introductions
4. Board of Directors: Proxy Vote for NESC (*action*)

As outlined in Section 3.5 of the JPA, MHC allows proxy votes from member Service Cooperatives. Julie Peterson, School Board Member, Moose Lake, serves on the NESC Board of Directors and has been officially appointed by NESC to replace John Berklich as proxy for this meeting (February 6) of the MHC Board of Directors. NESC informed Chair Carlson of its plan ahead of the meeting via email. We recommend that the board take action to formally acknowledge Julie Peterson's proxy status.

4. Election of MHC Officers (*action*)
 - Chair
 - Secretary
 - Treasurer

We recommend that the board elect its officers as outlined in Section 3.3 of the MHC Joint Powers Agreement and designate, as a public entity, its official forum for public proceedings. We also recommend consideration as to who might chair a board meeting in the absence of the elected chair. Currently, as board officers, Jason Carlson serves as chair, Lynn Gorski as treasurer, and Jim Fish as secretary.

5. Board Minutes, Review and Adoption (*action – attachments*)

Please find attached the unapproved minutes from the regular board meeting held Wednesday, December 5, 2018, at Resource in Sartell and the special board meeting for the audit presentation held Wednesday, December 19, 2018, via ITV at the Northeast Service Cooperative in Mt. Iron. This draft has been reviewed by Chair Jason Carlson and the Management Committee and, pending final board review, we recommend adoption.

6. Banking Services, Designations and Authorizations (*action*)

- Designation of Depositories for Public Funds
- Designation of “Authorized Officials” Approved to Conduct Transactions on Behalf of MHC
- Designation of Identified Official with Authority (IOWA)

Per state statute M.S. 118A “Deposit and Investment of Local Public Funds” <https://www.revisor.mn.gov/statutes/?id=118A> and related guidance from the Office of the State Auditor <http://www.osa.state.mn.us/other/Statements/DepositsPublicFunds1102Statement.pdf>, the Management Committee recommends that the Minnesota Healthcare Consortium designate US Bank, Public Financial Management LLC, and Minnesota School District Liquid Asset Fund (MSDLAF) Plus as depositories of its public funds.

The Management Committee also recommends that the following officers and officials of MHC be designated as “Authorized Officials” with full power and authority to conduct business transactions, including EFT (electronic fund transfers) with MSDLAF Plus on behalf of the Minnesota Healthcare Consortium:

TBD, Chair, MHC; TBD, Treasurer, MHC; Paul Brinkman, Chair, MHC Management Committee/Executive Director, NESC; Jeanette Mellesmoen, Project Manager, NESC (Management Services Provider); Kathy Jankila, Accountant, NESC (Management Services Provider) and Lauren Sterk, Business Office Specialist, NESC (Management Services Provider)

Finally, the Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority (IOWA) to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external users’ access to MDE secure systems for their local education agency (LEA). The Management Committee recommends that the Board authorize Paul Brinkman to act as the Identified Official with Authority and Jeanette Mellesmoen to act as the IOWA to add and remove names only for the Minnesota Healthcare Consortium (MHC) 6098-50.

7. Appointments and Designations (*action*)

- Appointment of Management Committee, including Chair Paul Brinkman and Vice Chair Cliff Carmody
- Designation of Statewide Consultants (Genie Newville and Mark Kinney)
- Appointment of Executive Secretary to the Board (Sharon Haavisto)
- Designation of MHC Management Services Provider (Northeast Service Cooperative)
- Designation of MHC Offices (Northeast Service Cooperative, Mt. Iron)

- Designation of Legal Newspaper (Minneapolis Star Tribune)

We recommend action on each of the above items as part of annual board planning and review. These appointments and designations are aligned with the JPA, policy, and state statute.

8. Policy Manual – Annual Review and Adoption (*action – attachment*)

- 100 Development, Adoption, and Implementation of Policies
- 105 Investments
- 110 Accounting
- 115 Annual Audit
- 120 Reserves
- 125 Drug Rebates Administration
- 130 Program Funds and Administration Fees
- MHC Guidelines – Investment Guidelines FY18-FY19 (Refer to Management Committee)
- MHC Guidelines – Renewal Guidelines FY18-FY19 (Refer to Management Committee)
- MHC Guidelines – Revenue Share Guidelines FY18-FY19 (Refer to Management Committee)
- MHC Guidelines – Settlement Guidelines FY18-FY19 (Refer to Management Committee)

We recommend annual review and adoption of MHC policies.

9. Management Services Reports (*action – attachments/handout*)

- Treasurer’s Report – Treasurer
- Disbursement Report – Treasurer
- Rate Stabilization Reserve (RSR) Report – Jeanette Mellesmoen
- 2017/2018 ISD Settlement Summary – Genie Newville/Jeanette Mellesmoen
- MHC Investments Report – Jeanette Mellesmoen
 - Account Statement – MHC CCOGA RSR 601820
 - Account Statement – MHC COGA IBNR 601821
 - Account Statement – MHC IDS RSR 601845
 - Account Statement – MHC IDS IBNR 601846
- Bound Copies of the approved MHC FY19 Fiscal Audit (published by Wipfli) (handout)

We will present a series of fiscal reports and recommendations for board review and action.

10. Statewide Insurance Consultant Reports (*action – attachment*)

- Mandatory Bid Update
- MHC Group and Contract Counts by Pool
- Group Renewal Update
- Program Development: Omada, Vitals, Learn to Live, Sharecare

Statewide Insurance Consultant Genie Newville will present MHC activity reports for board review and action.

11. Medical Spending Account Activity Reports (*action –handout*)

- Revision to Second Amendment to the VEBA

- Other

Mark Kinney will present an update.

12. Program Planning, FY20 and Beyond: Update and Next Steps (*action – attachment*)

- Mandatory Bid
- MHC Transition Planning Update
- Next Steps in the Planning/Transition Process
- Recommendations from the Management Committee

We continue our work in two key areas: the mandatory bid for school pools scheduled over the course of 2019 and the transition to new leadership and related program planning beginning July 1, 2019. We have progress to report, challenges to resolve, and recommendations for the board to consider.

13. MHC Partner Relations Update (*information/discussion*)

Mark Kinney will present an update on our progress with arbitration regarding admin fees.

14. Planning for FY20 (*information/discussion*)

- MHC Quarterly Board Meetings: All Wednesdays –
September 4, 2019, December 18, 2019, February 5, 2020, May 6, 2020
- FY20 Work Plan
- Other

15. Other

16. Schedule of Board Meetings (*action*)

Here is the schedule of quarterly board meetings for FY19:

- 2:00 p.m., Wednesday, May 1, 2019, Resource, Sartell – Focus: FY20 Budget or Alternate Date of Wednesday, May 8, 2019, Time and Location TBD
- FY20 Schedule as Proposed Above:
September 4, 2019 – Resource, Sartell
December 18, 2019 – Resource, Sartell
February 5, 2020 – Metro ECSU
May 6, 2020 – Resource, Sartell

Please keep in mind that special meetings may be convened by the Chair or by a majority of the board per JPA Agreement Section 3.4. And, depending upon activity over the course of the program year, the Management Committee may also recommend changes to this meeting schedule.