

BENEFITS ADVISORY COMMITTEE
MINUTES OF MEETING
OCTOBER 23, 2003

[In these minutes: MinuteClinic, Introduction of Professor Rodney Loper, Open Enrollment Update, Introduction of Wellness Coordinator Ruth Rounds and a Wellness Program Update, Election of BAC Chair and Vice Chair for 2004 - 2006]

[These minutes reflect discussion and debate at a meeting of a committee of the University Senate or Twin Cities Assembly; none of the comments, conclusions, or actions reported in these minutes represent the view of, nor are they binding on the Senate or Assembly, the Administration, or the Board of Regents.]

PRESENT: Fred Morrison (chair), Linda Aaker, Gavin Watt, Pam Wilson, Karen Wolterstorff, Wendy Williamson, George Green, Gailon Roen, Steve Chilton, Peh Ng, Theodor Litman, Rod Loper, Dann Chapman

REGRETS: Jody Ebert, Ronald Enger, Don Cavalier, Joseph Jameson, Carla Volkman-Lien, Susan Brorson, Amos Deinard, Richard McGehee, Phyllis Walker, Pat Yozamp

ABSENT: Carol Carrier, Frank Cerra, Keith Dunder

GUESTS: Ruth Rounds, Wellness Coordinator

OTHERS: Linda Blake, Karen Chapin, Kathy Pouliot, Jennifer Durocher

I). Professor Morrison called the meeting to order.

II). Professor Morrison called on Karen Chapin to discuss developments relating to MinuteClinic, formerly QuickMedx, and whether this remains a viable option for the University to include within the UPlan. Ms. Chapin distributed a handout and shared the following information with the Committee:

- MinuteClinic is in-network with most of the University's health plans. However, regardless of which plan an employee participates in, the University will be able to offer MinuteClinic services to all UPlan participants.
- MinuteClinic will have 14 locations in 2004 with the potential of having a clinic on-site at the University of Minnesota. In addition, if the University

decides to offer MinuteClinic as part of the UPlan, MinuteClinic has committed to opening a clinic at a retail location in Duluth. MinuteClinic is planning on opening 3 locations with a major retailer in downtown Minneapolis, Woodbury and Shoreview in the near future as well.

- From MinuteClinic's perspective it is not realistic to expect that they would open clinics in either Morris or Crookston.
- The University is considering a low co-pay as a means of encouraging UPlan participants to use MinuteClinic services.

Employee Benefits solicited input from the BAC on the following questions:

- Assuming a clinic is opened on the University of Minnesota Twin Cities campus, what hours should the clinic be open on a daily basis?
- Where should the clinic be located on campus?
- Should the on-campus clinic be open year round or only during the academic year?

Ms. Chapin invited comments and questions from the Committee. Members discussed the questions posed by Ms. Chapin and drew the following conclusions:

- After a fair amount of discussion it was agreed that, at least initially, the clinic should be open 10:00 - 5:30. These hours can be re-evaluated and modified, if necessary, at a future date.
- Possible facility options that have been identified for the on-campus clinic include:
 - Lower level of Moos Tower
 - Williamson Hall
 - Coffman Memorial Union (CMU)
 - Science Classroom Building

To get a sense of what the Committee's thoughts were regarding a location preference Professor Morrison polled the Committee. A majority of those that voted preferred the CMU site.

- Because MinuteClinic's business falls off by approximately 40% during the summer months and the fact that the University's population drops off during the summer months, serious consideration is being given to only having the on-campus clinic open during the academic year (September - May). Dann

Chapman stated by having the on-campus clinic only open during the academic year, it limits the University's liability. To make it financially worthwhile for MinuteClinic to open an on-site clinic, the University must agree to guarantee MinuteClinic a specified number of visits each day, which the University pays for regardless if people use the clinic or not. Members recommended that the clinic be open only during the academic year and that this can be re-evaluated if there seems to be a demand for year round service. It was mentioned that depending on the location that is chosen, this may also influence whether the clinic should be open year round or only during the academic year.

III). Professor Morrison introduced and welcomed Professor Rodney Loper, the new retiree representative on the BAC.

IV). Open Enrollment Update - Mr. Chapman reported that while it is still very early in the open enrollment process, things are running smoothly. It was further noted, that employees in bargaining units who do not have a ratified contract, have not received their open enrollment materials. This information is being held until these contracts are ratified. A separate open enrollment period may need to be arranged for with respect to employees in bargaining units depending on contract negotiations. Employee groups should be encouraged to take advantage of on-line and other resources that are available now and start thinking about their options with the understanding that these may change as a result of bargaining.

A handout was distributed that outlined open enrollment activity through October 20, 2003. Of particular interest to Mr. Chapman is the fact that as of this morning 20 employees have chosen to waive coverage. In most instances where people have chosen to waive coverage it is because they have coverage elsewhere. The handout also provided information on who needs to submit an open enrollment application and who does not need to complete the application. Mr. Chapman encouraged members to remind employees that they only need to fill out an open enrollment form if:

- An employee has DeltaCare - DeltaCare is being eliminated.
- An employee wants to choose a new medical or dental plan.
- An employee wants to waive medical or dental coverage.
- An employee never signed an enrollment form and was defaulted into one of the base plans.

- An employee wants to add or cancel family medical or dental coverage.
- An employee wants to add or increase Long Term Disability coverage (if eligible).
- An employee wants to participate in the Health Care and/or Dependent Care Reimbursement accounts for 2004.
- An employee and his/her spouse or domestic partner that both work at the University and who choose to cover their spouse/domestic partner as an eligible dependent, must fill out a form to add the spouse/domestic partner under their plan. In addition, the spouse/domestic partner must fill out an application to waive coverage. Kathy Pouliot requested, if possible, both forms be sent in together.

V). Karen Chapin introduced the University's new Wellness Coordinator, Ruth Rounds, and provided members with some information on her background. Next, Ms. Rounds, after only a few days on the job, outlined her systematic approach to establishing a wellness program at the University. Steps that have been or will be taken include:

- Looking at employees' needs by assessing health care claims to determine health challenges of University employees and their dependents. This information will be used to develop the program content.
- Meeting and developing relationships with University service and program representatives.
- Developing a wellness website with links to University, community and national resources.
- Meeting with the health plan administrators to learn about their wellness and disease management resources.
- Developing a communication process e.g., website, phone tree, wellness contact in each department. A member encouraged Ms. Rounds to be strategic in her approach and build relationships with large units first. By doing so, the large units can assist in reaching out to the smaller units in a nearby location.
- Both UMD and the Twin Cities campus held their health walks. The Twin Cities walk on October 21st was the kick-off for the School of Public Health's 10,000 Step Walking Program. UM Morris and UM Crookston are planning walks for future dates. The University of Minnesota is planning on kicking off their own walking program in early 2004 for the general population on all the campuses.

- In conjunction with Dr. George Maldonado, develop an evaluation process to measure the effectiveness of the wellness program.

Professor Morrison welcomed Ms. Rounds to the University. He suggested receiving another update from Ms. Rounds regarding her progress either late this year or early next year. In addition, Professor Morrison plans to set up a BAC subcommittee to work with Ms. Rounds on the University's new wellness program.

A member asked where the free flu shots would be offered this year. Ms. Chapin stated that free flu shots would be offered at the Minneapolis Benefits Fair on October 29, 2003 and at the Duluth Benefits Fair on November 6, 2003 as well as 16 other locations around the University. Professor Morrison suggested once the free flu shot dates have been set for the 16 locations, it would be valuable to electronically send out an open enrollment reminder, a health fair reminder and a flu shot reminder to all employees.

VI). Election of Benefits Advisory Committee Chair and Vice Chair for 2004 - 2006: Professor Morrison announced he will not be a candidate for the BAC chair for the 2004 - 2006 term, but will continue to work with the Committee. Professor Morrison asked members for nominations for the Chair and Vice Chair vacancies. Gavin Watt was nominated for Chair and Peh Ng was nominated as Vice Chair. The Committee unanimously elected Gavin Watt and Peh Ng as Chair and Vice Chair, respectively, for the 2004 - 2006 term. The 2004 - 2006 term runs from July 1, 2004 through June 30, 2006.

A member asked Professor Morrison what he means by agreeing to remain involved with the Committee for a time. Professor Morrison noted that over the next 18 months or so the BAC will be working on the RFPs for health insurance coverage for 2006 - 2011, and he has agreed to chair the RFP subcommittee, a joint subcommittee of the administration and the BAC. This subcommittee will naturally report to the BAC. In addition, Professor Morrison believes strongly in rotating members to bring in different perspectives. Members thanked Professor Morrison for all his hard work and were extremely appreciative of all he has done for the Committee.

Professor Morrison congratulated both Gavin Watt and Peh Ng on their elected appointments.

VII). Hearing no further business, Professor Morrison adjourned the meeting.

Renee Dempsey
University Senate