

BENEFITS ADVISORY COMMITTEE
MINUTES OF MEETING
NOVEMBER 29, 2001

[In these minutes: Open Enrollment Update, Certificate of Coverage/Summary of Benefits, What will be incorporated in the RFPs, Future Meeting Dates & Times].

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

PRESENT: Fred Morrison, Chair, Linda Aaker, David Johnson, Gavin Watt, Pam Wilson, Jody Ebert, Phyllis Walker, Nancy Wilson, Don Cavalier, Joseph Jameson, Wendy Williamson, Carol Carrier, George Green, Gailon Roen, Susan Brorson, Amos Deinard, Larry Thompson, Rachel Estroff, Barbara Van Drasek, Marjorie Cowmeadow, Theodor Litman, Steve Burrows, Dann Chapman, Robert Fahnhorst

REGRETS: Peh Ng

ABSENT: Carla Volkman-Lien, Frank Cerra, Richard McGehee, Keith Dunder

OTHER(S): Kathy Pouliot, Robert Sonkowsky, Yvonne Johnson, Michelle Lamere, Harlan Smith

GUEST(S): Chris Hulla

I). Professor Morrison called the meeting to order and welcomed all those present.

II). Steve Burrows updated the Committee on the open enrollment process. As of November 28, 2001, 15,200 applications were received. This information has been forwarded to the respective medical plan administrators and identification cards will be produced by January 1, 2002. For one reason or another, approximately 1200 people failed to complete the open enrollment process. A letter will be sent out to these people on Friday, November 30, 2001 providing them with one last opportunity to submit an application.

As a result of the open enrollment process this year, 50% more calls were handled by the Benefits Department. This translates into approximately 12,000 calls handled by the call center and another 4,000 personal encounters at the Employee Benefits Office. In large part, the high return rate for applications can be attributable to these contacts.

III). Open enrollment segues into the next topic, and that is the Certificate of Coverage. The Certificate of Coverage is still in the process of being prepared. Professor Morrison employed the assistance of a research assistant to carefully compare this year's draft with last year's Certificate of Coverage. While there appear to be no substantial differences in

the Certificates, Employee Benefits is also reviewing the document for any last minute changes that may be necessary. In the future, the Certificate of Coverage will be referred to as the Summary of Benefits and will be mailed out by the University around the first of January.

IV). The next Benefits Advisory Committee (BAC) meeting is scheduled for Thursday, December 6, 2001. Each of the respective Subcommittees will report on what they would like included in their Request for Proposal (RFP). Chris Hulla of Buck Consultants will then prepare the RFPs.

Professor Morrison asked Mr. Hulla to describe to the Committee what is included in a RFP. A large part of the RFP includes 'purchasing language' that includes all of the conditions that bidders accept when placing a bid, the conditions of doing business with the University of Minnesota as well as the University's processes for evaluating each bid. The key components that Buck Consultants will add are:

- A background and description of what is being bid and why as well as what the objectives are.
- Selection criteria and weighting of the criteria to be used in scoring the proposals.
- Appendixes that will include census information for the bidders in order to put together a proposal.
- Plan designs – Basic design plus options. This is the cost section of the RFP.
- Questions to bidders i.e.
 - How do you establish your provider network?
 - What criteria do you use to admit a dentist?
 - What is your turnover rate?
 - How many dentists did you lose out of your network each of the last three years?
 - Describe your financial situation.

V). 2002 Meeting Dates:

January 17, 2002	10:00 – 1:00	510 Morrill Hall
January 31, 2002	10:00 – 12:00	238A Morrill Hall
February 14, 2002	10:00 – 12:00	300 Morrill Hall
February 28, 2002	10:00 – 12:00	238A Morrill Hall
March 14, 2002	10:00 – 12:00	300 Morrill Hall
March 28, 2002	10:00 – 12:00	238A Morrill Hall
April 4, 2002	10:00 – 12:00	238A Morrill Hall
April 18, 2002	10:00 – 12:00	238A Morrill Hall
May 2, 2002	10:00 – 12:00	238A Morrill Hall
May 16, 2002	10:00 – 12:00	238A Morrill Hall

*Any additional 2002 meetings will be determined at a future date.

VI). With no further business, but a little time remaining, Professor Morrison asked those present to introduce themselves. Once introductions were finished, Professor Morrison adjourned the meeting.

Renee Dempsey
University Senate