

Cape Elizabeth Health Insurance Review Committee

August 20, 2009

7:00 PM

Jordan Conference Room

Meeting called by: Scheduled Committee Meeting

Note taker: M. Sturgis

Attendees: David Hillman, Mary Townsend, Jim Walsh, Penny Jordan, Alan Barthelman

Excused: Beth Richardson, Kyle Parrish

Staff Present: Matthew Sturgis, Pauline Aportria

Meeting Start: 7:02 PM

Minutes

Agenda item: Approval of Minutes

Presenter:

Discussion:

Motion made by Jim Walsh to accept committee meeting minutes of July 28, 2009 as amended.
Second: Al Barthelman. Motion passed 5-0

Agenda item: Protocol regarding minutes of meetings

Presenter:

Discussion:

The committee discussed the distribution and posting of minutes.

Conclusions:

Motion by Chair Hillman: There will be no posting, publication, dissemination, or allowing of redrafting of minutes, and distribution will only be to appointed members and appointed staff, until the minutes are officially accepted by the Committee or by court order.

Second: Mary Townsend. Motion Passed 5-0.

Agenda item: Communication only to members of committee, email or oral.

Presenter:

Discussion:

The committee discussed the role of written and electronic communication.

Conclusions: **Motion by Chair Hillman:** All e-mails, letters, or other forms of written communication, and any notes on any discussions of this committee are for the committee review only if so noted on the document, and not to be disseminated unless approved by the committee. **Second: Jim Walsh.**
Motion Passed 5-0

Agenda item: Letter to Unions inviting them to observe the committee's process **Presenter:**

Discussion: There was much discussion over the letter among the committee. The committee discussed three letters written on this subject, and attempted to integrate all three into one document to be sent. The committee wants the letter to be inviting, informative, and enticing to the unions, as it will be beneficial in understanding any recommendations that come from the committee and could help in acceptance of any recommendations.

Conclusions: **Motion by Chair Hillman:** The Chair will redraft the fourth version of the document handed out this evening, and such document being a letter to local union presidents, in a manner consistent with the handwritten changes made August 20, 2009. The Chair will send the re-draft for final revision and approval to Mary Townsend for any changes without review by the committee, then Mary will send it to the secretary who will send out the letters. **Second: Jim Walsh.**
Motion Passed 5-0

Agenda item: Letter to Maine Education Association Benefits Trust and Maine Municipal Employees Health Trust **Presenter:**

Discussion: There was much discussion over the letter among the committee. There were two changes that ultimately were made to the letter to the benefit providers.

Conclusions: **Motion by Chair Hillman:** The draft of the letter to the insurance companies will be modified by Secretary Matthew Sturgis, consistent with the changes made on August 20. The Secretary will then send the revised draft to Mary Townsend for final review, who will then send the letter back to the Secretary to then be sent out. **Second: Al Barthelman. Motion Passed 5-0**

Agenda item: Contact with Union Presidents **Presenter:**

Discussion: There was a brief discussion that the people designated to speak with the different Union leaders need to do so as soon as possible

Conclusions: **Motion by Chair Hillman:** The people designated in the minutes of July 28, 2009 to contact the Union representatives shall contact them as soon as reasonably possible. **Second: Mary Townsend. Motion Passed 5-0**

Agenda item: Letter to Michael McGovern and Alan Hawkins in response to the letter they sent to the committee.

Discussion: There was some discussion as to whether a letter should be sent to respond to a recent letter from the Town Manager and the Superintendent of Schools, or should a committee member speak with both personally. There was great concern from the committee that they are seen as impartial and independent, and not receiving direction from Management.

A letter was decided as the best approach by consensus, as it "closed the loop".

Conclusions: Motion by Chair Hillman: Penny Jordan is to craft a letter to Michael McGovern and Alan Hawkins based on the discussion at the meeting, send the letter to Al Barthelman to read and revise, send it to the Chair, and then the Secretary will deliver the letters. **Second: Jim Walsh. Motion Passed 5-0**

Other Discussion

Al Barthelman asked as to what employees were looking for regarding health care
Jim Walsh identified that the bigger issue may be the provider of the benefits, and not the plans.
Chair David Hillman will contact a broker to see what a broker does, and what information is needed for them to provide advice on benefits.

Conclusions: Motion to Adjourn: Chair Hillman at 9:33 Second Jim Walsh. Motion Passes 5-0.
