

**LOUISIANA CLERKS OF COURT INSURANCE TRUST
BOARD OF TRUSTEES MEETING
WEDNESDAY, MARCH 17, 2010
10:00 AM
BATON ROUGE, LOUISIANA**

A meeting of the Board of Trustees of the Louisiana Clerks of Court Insurance Trust was held on Wednesday, March 17, 2010, Baton Rouge, Louisiana.

The meeting was called to order by Chairman Louie Bernard who then asked Carolyn Ryland to give the invocation. ElRay Lemoine then led the Pledge of Allegiance.

MEMBERS PRESENT:

Chairman Louie Bernard
Mark Graffeo
Dot Lundin
Jim Martin
Carolyn Ryland
ElRay Lemoine
Charlie Jagneaux

Also present:

Debbie Hudnall, Executive Director
Tamara Tretter with Willis Insurance Group
Dagmar Hebert

APPROVAL OF MINUTES: Charlie Jagneaux moved to accept the minutes of the December 11, 2009 and February 4, 2010 meetings as presented. Motion seconded by Jim Martin. **Motion carried.**

COMMENTS BY PRESIDENT: Chairman Bernard thanked everyone for being present. He commented that the decisions made at the February 4th meeting were difficult to make because the Board would like to accommodate their fellow clerks; however, it is very important that the Board is careful as to any precedents that may be set. The Board is responsible for looking out for the future of the Trust.

FINANCIALS: (Report on file in office) Debbie Hudnall reviewed the financial reports covering the months of November 2009 through February 2010.

November: Total Assets:	\$221,107.22
Monthly Revenue	24,728.55
Monthly Expenses	(8,274.25)
Monthly Net Income	\$ 16,454.30

Louisiana Clerks of Court Insurance Trust
Board of Trustees Meeting, March 17, 2010
Page 2

December:	Total Assets	\$211,558.89
	Monthly Revenue	13,126.67
	Monthly Expenses	(5,175.00)
	Monthly Net Income	\$ 7,951.67
January:	Total Assets	\$202,637.83
	Monthly Revenue	12,928.97
	Monthly Expenses	(6,171.16)
	Monthly Net Income	\$ 6,757.78
February:	Total Assets	\$193,815.57
	Monthly Revenue	13,027.74
	Monthly Expenses	(6,171.16)
	Monthly Net Income	\$ 6,856.58

Debbie reported that for the year ending December 31, 2009, the revenue was over budgeted because with changing the retirees over to Medicare Advantage and issues with the Federal Government, there probably would not be a reimbursement for the Medicare Part D estimated at \$60,000. She also stated the 6 month expenses for Legal Fees was over budget about \$300 due to a payment for a transcript involved in the FARA matter. She reported there would be two more payments due to Jefferson Parish after the March payment. She said the auditors would begin the July 1, 2009 to December 31, 2009, audit sometime in May. Motion was made by Mark Graffeo to receive the financial reports. Motion seconded by Dot Lundin. **Motion carried.**

AETNA:

Debbie reported that Kim Howe with Aetna had called and said they would not be able to make this meeting, but they would try to make the May meeting. Tamara reported that changing the retirees from the Medicare Private Fee for Service to the Medicare Supplement had caused AETNA's computer system to generate a notice of cancellation of insurance to the retirees. Kim Howe had personally been calling the retirees to assure them that although the PFFS had been cancelled, they were still insured by the Medicare Supplement.

ADMINISTRATORS' REPORT: (Report on file in office)

Financial Reports: Tamara Tretter gave the financial reports for the Insurance Trust for the six months ending December 31, 2009 and for the month of January 2010.

Statement of Net Assets

December - Total Assets	\$ 2,213,431
Total Liabilities	\$ 1,428,568
Net Assets	\$ 784,863

Louisiana Clerks of Court Insurance Trust
Board of Trustees Meeting, March 17, 2010
Page 3

Cash Analysis

Total Funds Received	\$ 5,616,105
Annual Total Expenses	<u>\$ 5,528,893</u>
Cash Balance	\$ 1,491,186

Tamara asked if the Board would consider paying an additional \$100 per month to Hunt for postage and stationery since all of their other clients paid. Debbie asked it be discussed at the May meeting.

Claims Experience:

Month	Prescriptions	Health	Monthly Total	Aggregate
July 09	\$95,333	\$779,443	\$874,776	\$874,776
Aug. 09	\$105,667	\$410,626	\$516,293	\$1,391,069
Sep.09	\$116,900	\$673,323	\$790,223	\$2,181,292
Oct. 09	\$122,328	\$446,474	\$568,802	\$2,750,094
Nov. 09	\$112,240	\$342,052	\$454,292	\$3,204,386
Dec. 09	\$116,430	\$460,546	\$576,976	\$3,781,362

Month	Prescriptions	Health	Monthly Total	Aggregate
Jan. 10	\$106,281	\$606,290	\$712,571	\$712,571

Tamara reported that no one had hit the specific amount, but the insured that is lasered at \$250,000 was at \$228,976 as of February 2010. Any claims that were incurred from July 2009 to December 2009 but paid through June 30, 2010 would still be applied toward the laser amount. She reported that this was still a concern because BMS is still paying some claims late. She reported that she had informed BMS that the Board wanted to know each claim that was more than 30 days and the reason why. Tamara said she had received several different excuses from BMS for the delay. She informed the Board that the two or three month lag time could increase the costs with the re-insurance because of having to extend the incurred and paid time. Tamara reported the average claims paid per employee per month for the six month period was \$717.35 and for the month of January the average was \$816.86 per person. Tamara reminded the Board that if anyone had any issues with claims to please contact Hunt. She said they had received several calls on the Business Agreements they had sent out for everyone to sign and she explained that it was just to make sure that everyone was aware of the HIPPA-HITECH provisions. She cautioned everyone that if they needed to send anything to Hunt containing information that should be private, it should be faxed to Hunt and not emailed. Tamara also informed the Board that she would like to look into some alternatives for the next plan year and would like to set up a Webinar for the Board before the next May meeting.

Louisiana Clerks of Court Insurance Trust
Board of Trustees Meeting, March 17, 2010
Page 4

Dental Insurance: Tamara gave the following report on the Dental Insurance.

07-09 to 12-09	Total Premiums Paid	\$264,625
	Total Claims Paid	\$223,298
01-10 to 2-10	Total Premiums Paid	\$ 88,695
	Total Claims Paid	\$ 69,244

Life Insurance:

No report given

ACTUARIAL REPORT: (Report on file in office) Tamara presented the Actuarial Report performed by Bonnie Albritton with L & E Actuaries & Consultants. The report concluded that the expected contributions are more than sufficient to cover expected claims and expenses for the fiscal year ending December 31, 2010, with a projected surplus of \$956,000. They calculated a reserve as of December 31, 2009 to cover incurred but not reported claims and claims in course of settlement of \$1,064,477. They also projected increases in contributions of 8% for 2011 and 2012.

COBRA: Tamara presented proposals from two companies that would administer COBRA on behalf of the Trust. Debbie informed the Board that although it was a huge liability to the Trust, she felt that Dagmar would be able to administer COBRA. Debbie said that it was very important for each Clerk to notify the Association of changes in status of employees. There was discussion as to status changes being included in the retirement reports. Debbie said she thought there was a form that did just that, but she would look into it.

Wellness Program: (Report on file in office) Tamara reviewed the survey as to the Clerks' offices willing to participate in the wellness program with Health Yes. After discussion, Tamara will furnish Health Yes with the results of the survey and ask them to furnish a plan on how and where they would set up for the screening. She will inform the Board at the May meeting.

Open Enrollment VS Annual Enrollment: After discussing open enrollment versus annual enrollment, the Board agreed to continue the discussion at the May meeting.

Plan Document: There was discussion as to the continuation of coverage during periods of plan sponsor-certified disability or approved leave of absence. Tamara informed the Board that the National Standard was continuation during approved leave is the same as FMLA. Jim Martin moved that the Board adopt the policy that the continuation of coverage during approved leave be the same as FMLA. Motion seconded by Carolyn Ryland. **Motion carried.**

**Louisiana Clerks of Court Insurance Trust
Board of Trustees Meeting, March 17, 2010
Page 5**

COMMENTS BY ATTORNEY: Randy Zinna was unable to attend the meeting, but Debbie reported that Randy had requested additional discovery in the FARA matter in order to prepare for trial if necessary.

REPORT OF EXECUTIVE DIRECTOR: Debbie reported she had received questions about claims on Preventive Care. She reminded the Board that it was important that members review the Plan Document as to coverage and, if they had any questions, they should verify coverage prior to the procedure.

Motion was made by Jim Martin to adjourn. Motion was seconded by Dot Lundin.


Meeting adjourned.

APPROVED:

A handwritten signature in black ink, appearing to read "Louie Bernard", written over a horizontal line.

**Louie Bernard
Chairman**

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Debbie D. Hudnall", written over a horizontal line.

**Debbie D. Hudnall
Executive Director**