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**MINUTES**  
**EMPLOYEE BENEFIT PLAN COUNCIL MEETING**  
**VIA WEBINAR**  
**November 14, 2023 – 10:00 a.m.**

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The meeting of the Employee Benefit Plan Council (EBPC) was called to order by Chair Monirah Womack on Tuesday, November 14, 2023.

**Council members present:**

Monirah Womack, Chair  
Angie Surface, Member  
Spencer Moore, Member  
Amy Auffant, Member  
Courtney Ware, Vice Chair  
Jewelle Johnson, Member  
Robert Joseph, Member  
Matthew Almand, Member

**Council members absent:**

Glianny Fagundo, Member  
Chris Wells, Member

Additional attendees: Rebecca N. Sullivan, Commissioner, DOAS; Al Howell, Deputy Commissioner, DOAS-HRA; Autumn Cole, Assistant Commissioner and General Counsel, DOAS; Kori Woodward-Dickens, Attorney, DOAS-HRA; Carla Gracen, Compensation and Benefits Director, DOAS-HRA, and Leneequa Morris, Sr. Benefits Manager, DOAS-HRA.

**Approval of Minutes:**

Rebecca N. Sullivan, Commissioner, DOAS, presented the minutes from the August 8, 2023, Employee Benefit Plan Council meeting for the Council's approval. There being no corrections or changes requested by the members present, Ms. Womack called for a motion to approve the minutes. The motion was moved by Mr. Moore, seconded by Ms. Surface, and carried unanimously.

**Nomination for the 2024 Employee Benefit Plan Council Vice Chair:**

Ms. Womack called for the 2024 Employee Benefit Plan Council Vice Chair nominations. Ms. Surface nominated Ms. Ware to continue serving as Vice Chair. There were no additional nominations; Mr. Joseph seconded the nomination, which was carried unanimously.

**Presentation of the 2024 Employee Benefit Plan Council Meeting Calendar:**

Al Howell, Deputy Commissioner, DOAS-HRA, presented the proposed 2023 Employee Benefit Plan Council calendar meeting dates:

March 12, 2024  
July 9, 2024  
August 13, 2024  
November 12, 2024

**Summary of Recommendation:**

Mr. Howell requested the council to approve the 2024 Employee Benefit Plan Council Meeting Calendar.

**Council Vote:**

Ms. Womack called for a motion to approve the 2024 Employee Benefit Plan Council Meeting Calendar. The motion was moved by Ms. Johnson, seconded by Mr. Almand, and carried unanimously.

**Presentation on the Flexible Benefits Program Contract Amendments (Premium payment due date):**

Carla Gracen, Compensation and Benefits Director, DOAS-HRA, presented on the Flexible Benefits Program contract amendments. Ms. Gracen provided an update to the council regarding the Alight project rollout. Ms. Gracen informed the council that DOAS would like to request a change in contract terms for the flexible benefits payment to vendors, requiring a contract amendment for each vendor. Ms. Gracen explained to the council why the change was necessary, informing the council that currently, DOAS Finance pays the Flexible Benefits vendor's premiums by the 30<sup>th</sup> of each month, with one exception that the premium payment to Unum Life Insurance Company of America is due by the 15<sup>th</sup> of each month. Ms. Gracen informed the council that 88 entities use Alight's Flexible Benefits Premium (FBP) tool to review reports and make monthly premium payments, which the tool transition required changes to their payment process and behavior. Ms. Gracen informed the council that from February through May 2024, the project team will transition the remaining 137 entities to the FBP tool. Ms. Gracen further explained to the council that due to the processing with Alight's Flexible Benefits Premium tool, the payments must be paid by the fifth day of the month following the coverage month. Ms. Gracen notified the council that DOAS recommends that the vendor contracts be amended to reflect that DOAS is now paying the vendors by the fifth business day following the coverage month instead of the 30<sup>th</sup> day of each month. Ms. Gracen provided the council an example by stating that the November 2023 premium coverage for most vendors is due November 30<sup>th</sup>, and the premium payments would be due on December 7, 2023, with the contract amendments. Ms. Gracen informed the council that Benalytics, the benefits broker, surveyed each vendor and confirmed that the change in payment terms would be acceptable to them. DOAS Finance piloted the change in payment terms for two months for six of the seven vendors, and the change has gone well. Ms. Gracen informed the council that the change in contract terms would give the entities and DOAS more time to complete their task in their monthly premium payment process.

**Summary of Recommendation:**

Ms. Gracen requested the council to approve the Flexible Benefits Program Contract Amendments regarding the premium payment due date.

**Council Vote:**

Ms. Womack called for a motion to approve the Flexible Benefits Program Contract Amendments regarding the premium payment due date. The motion was moved by Ms. Auffant, seconded by Mr. Moore, and carried unanimously.

**Presentation on the Flexible Benefits Program Requests for Proposals (Health Care and Dependent Care Flexible Spending Accounts and Short-Term and Long-Term Disability Insurance):**

Carla Gracen, Compensation and Benefits Director, DOAS-HRA, presented the Flexible Benefits Program Requests for Proposals (RFPs). Ms. Gracen reminded the council that DOAS-HRA reported last year that Benalytics was going to conduct an RFP for Health Care and Dependent Care Flexible Spending Accounts; however, the RFP was withdrawn so that the team could conduct further research based on questions and responses received. Ms. Gracen informed the council that the team is ready to release an updated RFP in early 2024. Ms. Gracen informed the council that another RFP will be released for Short-Term and Long-Term Disability Insurance in early Spring of 2024.

**Other Business/Adjournment:**

With no further business to discuss, Ms. Womack called for a motion to adjourn the November 14, 2023, Employee Benefit Plan Council meeting. The motion was moved by Ms. Ware, seconded by Mr. Moore, and carried unanimously.

READ AND APPROVED on 12<sup>th</sup> of March 2024 by:

*Monirah Womack*

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Monirah Womack, Chair

*Jewelle Johnson*

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Jewelle Johnson, Member

(Absent)

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Amy Auffant, Member

*Glianny Fagundo*

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Glianny Fagundo, Member

*Robert Joseph*

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Robert Joseph, Member

*Chris Wells*

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Chris Wells, Member

*Angie Surface*

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Angie Surface, Member

(Absent)

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Spencer Moore, Member

*Matthew Almand*

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Matthew Almand, Member

(Absent)

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Courtney Ware, Vice Chair