

# **School Employees Benefits Board Meeting**

**June 6, 2024**

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## School Employees Benefits Board

June 6, 2024

9:00 a.m. – 11:30 a.m.

### Attendance In-person or by Zoom

Health Care Authority  
Sue Crystal A & B  
626 8<sup>th</sup> Avenue SE  
Olympia, Washington

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**TAB 1**

**School Employees Benefits Board**  
**June 6, 2024**  
**9:00 a.m. – 11:30 a.m.**

**This meeting will be hybrid with attendance options either in person or via Zoom. Masks are optional.**

**TO JOIN ZOOM MEETING – SEE INFORMATION BELOW**

9:00 a.m.*	<b>Welcome and Introductions</b>		Lou McDermott, Chair	
9:05 a.m.	<b>Meeting Overview</b>		David Iseminger, Director Employees & Retirees Benefits (ERB) Division	Information/ Discussion
9:10 a.m.	<b>Approval of Meeting Minutes</b> • <b>May 2, 2024</b>	TAB 3	Lou McDermott, Chair	Action
9:20 a.m.	<b>General Public Comment</b>			
9:50 a.m.	<b>Closing</b>			
9:55 a.m.	<b>Transition to Executive Session</b>			
10:10 a.m.	<b>Executive Session</b>			
11:30 a.m.	<b>Adjourn</b>		Lou McDermott, Chair	

\*All Times Approximate

The School Employees Benefits Board will meet Thursday, June 6, 2024 at the Washington State Health Care Authority, Sue Crystal Rooms A & B, 626 8<sup>th</sup> Avenue SE, Olympia, WA. Attendance for this meeting can be in person or via Zoom. Masks are optional.

The Board will consider all matters on the agenda plus any items that may normally come before them.

Pursuant to RCW 42.30.110(1)(L), the Board will meet in Executive Session to consider proprietary or confidential nonpublished information related to the development, acquisition, or implementation of state purchased health care services as provided in RCW 41.05.026. The Executive Session will begin at 9:55 a.m. and conclude no later than 11:30 a.m.\*

No “final action,” as defined in RCW 42.30.020(3), will be taken at the Executive Session.

This notice is pursuant to the requirements of the Open Public Meeting Act, Chapter 42.30 RCW.

To provide public comment by email, direct e-mail to: [SEBBoard@hca.wa.gov](mailto:SEBBoard@hca.wa.gov).

Materials are posted at <https://www.hca.wa.gov/about-hca/school-employees-benefits-board-sebb-program/meetings-and-materials> by close of business on Monday, June 3, 2024.

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Join Zoom Meeting

<https://us02web.zoom.us/j/84311441347?pwd=AwalABk6NRLlAV9wFNN8cV1lI42lVx.1>

Meeting ID: 843 1144 1347

Passcode: 077568

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One tap mobile

+13017158592,,84311441347#,,,,\*077568# US (Washington DC)

+16469313860,,84311441347#,,,,\*077568# US

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Dial by your location

• +1 301 715 8592 US (Washington DC)

• +1 646 931 3860 US

• +1 929 205 6099 US (New York)

• +1 305 224 1968 US

• +1 309 205 3325 US

• +1 312 626 6799 US (Chicago)

• +1 719 359 4580 US

• +1 253 205 0468 US

• +1 253 215 8782 US (Tacoma)

• +1 346 248 7799 US (Houston)

• +1 360 209 5623 US

• +1 386 347 5053 US

• +1 507 473 4847 US

• +1 564 217 2000 US

• +1 669 444 9171 US

• +1 669 900 6833 US (San Jose)

• +1 689 278 1000 US

Meeting ID: 843 1144 1347

Passcode: 077568

Find your local number: <https://us02web.zoom.us/j/ke6uweZYU>

## SEB Board Members

Name	Representing
Lou McDermott, Deputy Director Health Care Authority 626 8 <sup>th</sup> Ave SE PO Box 42720 Olympia, WA 98504-2720 V 360-725-0891 <a href="mailto:louis.mcdermott@hca.wa.gov">louis.mcdermott@hca.wa.gov</a>	Chair
Kerry Schaefer 1405 N 10 <sup>th</sup> St Tacoma, WA 98403 C 253-227-3439 <a href="mailto:SEBBoard@hca.wa.gov">SEBBoard@hca.wa.gov</a>	Employee Health Benefits Policy and Administration
Omeid Heidari Box 357262 1959 NE Pacific St. Seattle, WA 98195 <a href="mailto:SEBBoard@hca.wa.gov">SEBBoard@hca.wa.gov</a>	Employee Health Benefits Policy and Administration
Dawna Hansen-Murray 15535 104 <sup>th</sup> Place SE Yelm, WA 98597 C 360-790-4961 <a href="mailto:SEBBoard@hca.wa.gov">SEBBoard@hca.wa.gov</a>	Classified Employees
Myra Johnson Park Lodge Elementary School 6300 100 <sup>th</sup> St SW Lakewood, WA 98499 V 253-583-5353 <a href="mailto:SEBBoard@hca.wa.gov">SEBBoard@hca.wa.gov</a>	Certificated Employees

## SEB Board Members

Name	Representing
<p>Pamela Kruse 6440 Lake Saint Clair Dr SE Olympia, WA 98513 V 360-790-0995 <a href="mailto:SEBBoard@hca.wa.gov">SEBBoard@hca.wa.gov</a></p>	Certificated Employees
<p>Terri House Shoreline School District 18560 1<sup>st</sup> AVE NE Shoreline, WA 98155 V 206-393-3387 <a href="mailto:SEBBoard@hca.wa.gov">SEBBoard@hca.wa.gov</a></p>	Classified Employees
<p>Amy Griffin Knox 111 Administrative Center 111 Bethel Street NE Olympia, WA 98506 V 360-596-6187 <a href="mailto:SEBBoard@hca.wa.gov">SEBBoard@hca.wa.gov</a></p>	Employee Health Benefits Policy and Administration (WASBO)
<p>Alison Poulsen 12515 South Hangman Valley Rd Valleyford, WA 99036 C 509-499-0482 <a href="mailto:SEBBoard@hca.wa.gov">SEBBoard@hca.wa.gov</a></p>	Employee Health Benefits Policy and Administration
<p><b>Legal Counsel</b> Katy Hatfield, Assistant Attorney General 7141 Cleanwater Dr SW PO Box 40124 Olympia, WA 98504-0124 V 360-586-6561 <a href="mailto:Katy.Hatfield@atg.wa.gov">Katy.Hatfield@atg.wa.gov</a></p>	

1/18/2024



STATE OF WASHINGTON  
**HEALTH CARE AUTHORITY**

626 8th Avenue SE • PO Box 45502 • Olympia, Washington 98504-5502

**SEB BOARD MEETING SCHEDULE**

**2024 School Employees Benefits (SEB) Board Meeting Schedule**

The SEB Board meetings will be held at the Health Care Authority, Sue Crystal Rooms A & B, 626 8<sup>th</sup> Avenue SE, Olympia, WA 98501.

January 25, 2024 (Board Retreat) - starting at 9:00 a.m.\*

March 14, 2024 - starting at 9:00 a.m.

April 4, 2024 - starting at 9:00 a.m.

May 2, 2024 - starting at 9:00 a.m.

June 6, 2024 - starting at 9:00 a.m.

June 20, 2024 - starting at 9:00 a.m.

July 10, 2024 - starting at 9:00 a.m.

July 17, 2024 - starting at 9:00 a.m.

July 24, 2024 - starting at 9:00 a.m.

July 31, 2024 - starting at 9:00 a.m.

\*Meeting times are tentative

If you are a person with a disability and need a special accommodation, please contact the Employees and Retirees Benefits (ERB) Board Operations Manager at 360-725-9400.

06/06/2023

OFFICE OF THE CODE REVISER  
STATE OF WASHINGTON  
FILED

**DATE: June 07, 2023**

**TIME: 8:15 AM**

**WSR 23-12-098**



**TAB 2**

## SCHOOL EMPLOYEES BENEFITS BOARD BY-LAWS

### **ARTICLE I**

#### **The Board and Its Members**

1. **Board Function**—The School Employees Benefits Board (hereinafter “the SEBB” or “Board”) is created pursuant to RCW 41.05.740 within the Health Care Authority; the SEBB’s function is to design and approve insurance benefit plans for school district, educational service district, and charter school employees, and to establish eligibility criteria for participation in insurance benefit plans.
2. **Staff**—Health Care Authority staff shall serve as staff to the Board.
3. **Appointment**—The members of the Board shall be appointed by the Governor in accordance with RCW 41.05.740. A Board member whose term has expired but whose successor has not been appointed by the Governor may continue to serve until replaced.
4. **Board Composition**—The composition of the nine-member Board shall be in accordance with RCW 41.05.740. All nine members may participate in discussions, make and second motions, and vote on motions.
5. **Board Compensation**—Members of the Board shall be compensated in accordance with RCW [43.03.250](#) and shall be reimbursed for their travel expenses while on official business in accordance with RCW [43.03.050](#) and [43.03.060](#).

### **ARTICLE II**

#### **Board Officers and Duties**

1. **Chair of the Board**—The Health Care Authority Director or his or her designee shall serve as Chair of the Board and shall conduct meetings of the Board. The Chair shall have all powers and duties conferred by law and the Board’s By-laws. If the regular Chair cannot attend a regular or special meeting, the Health Care Authority Director may designate another person to serve as temporary Chair for that meeting. A temporary Chair designated for a single meeting has all of the rights and responsibilities of the regular Chair.
2. **Vice Chair of the Board**—In December 2017, and each January beginning in 2019, the Board shall select from among its members a Vice Chair. If the Vice Chair position becomes vacant for any reason, the Board shall select a new Vice Chair for the remainder of the year. The Vice Chair shall preside at any regular or special meeting of the Board in the absence of a regular or temporary Chair.

### **ARTICLE III**

#### **Board Committees** **(RESERVED)**

**ARTICLE IV**  
**Board Meetings**

1. Application of Open Public Meetings Act—Meetings of the Board shall be at the call of the Chair and shall be held at such time, place, and manner to efficiently carry out the Board’s duties. All Board meetings shall be conducted in accordance with the Open Public Meetings Act, Chapter 42.30 RCW, but the Board may enter into an executive session as permitted by the Open Public Meetings Act.
2. Regular and Special Board Meetings—The Chair shall propose an annual schedule of regular Board meetings for adoption by the Board. The schedule of regular Board meetings, and any changes to the schedule, shall be filed with the State Code Reviser’s Office in accordance with RCW 42.30.075. The Chair may cancel a regular Board meeting at his or her discretion, including the lack of sufficient agenda items. The Chair may call a special meeting of the Board at any time and proper notice must be given of a special meeting as provided by the Open Public Meetings Act, RCW 42.30.
3. No Conditions for Attendance—A member of the public is not required to register his or her name or provide other information as a condition of attendance at a Board meeting.
4. Public Access—Board meetings shall be held in a location that provides reasonable access to the public including the use of accessible facilities.
5. Meeting Minutes and Agendas—The agenda for an upcoming meeting shall be made available to the Board and the interested members of the public at least 24 hours prior to the meeting date or as otherwise required by the Open Public Meetings Act. Agendas may be sent by electronic mail and shall also be posted on the HCA website. An audio recording (or other generally-accepted electronic recording) shall be made of each meeting. HCA staff will provide minutes summarizing each meeting from the audio recording. Summary minutes shall be provided to the Board for review and adoption at a subsequent Board meeting.
6. Attendance—Board members shall inform the Chair with as much notice as possible if unable to attend a scheduled Board meeting. Board staff preparing the minutes shall record the attendance of Board members in the minutes.

**ARTICLE V**  
**Meeting Procedures**

1. Quorum—Five voting members of the Board shall constitute a quorum for the transaction of business. No final action may be taken in the absence of a quorum. The Chair may declare a meeting adjourned in the absence of a quorum necessary to transact business.
2. Order of Business—The order of business shall be determined by the agenda.
3. Teleconference Permitted—A Board member may attend a meeting in person or, by special arrangement and advance notice to the Chair, by telephone conference call or video conference when in-person attendance is impracticable.

4. Public Testimony—The Board actively seeks input from the public at large, from enrollees served by the SEBB Program, and from other interested parties. Time is reserved for public testimony at each regular meeting, generally at the end of the agenda. Opportunity for public testimony at Board meetings shall also be made available immediately before the Board’s vote on a resolution. At the direction of the Chair, opportunities for public testimony may also be made available at other times during Board meetings. The Chair has authority to limit the time for public testimony, including the time allotted to each speaker, depending on the time available and the number of persons wishing to speak.
5. Motions and Resolutions—All actions of the Board shall be expressed by motion or resolution. No motion or resolution shall have effect unless passed by the affirmative votes of a majority of the Board members present and eligible to vote, or in the case of a proposed amendment to the By-laws, a 2/3 majority of the Board .
6. Representing the Board’s Position on an Issue—No Board member may endorse or oppose an issue purporting to represent the Board or the opinion of the Board on the issue unless the majority of the Board approve of such position.
7. Manner of Voting—On motions, resolutions, or other matters a voice vote may be used. At the discretion of the Chair, or upon request of a Board member, a roll call vote may be conducted. Proxy votes are not permitted, but the prohibition of proxy votes does not prevent a temporary Chair designated by the Health Care Authority Director from voting.
8. State Ethics Law and Recusal—Board members are subject to the requirements of the Ethics in Public Service Act, Chapter 42.52 RCW. A Board member shall recuse himself or herself from casting a vote as necessary to comply with the Ethics in Public Service Act.
9. Parliamentary Procedure—All rules of order not provided for in these By-laws shall be determined in accordance with the most current edition of Robert’s Rules of Order Newly Revised. Board staff shall ensure a copy of *Robert’s Rules* is available at all Board meetings.
10. Civility—While engaged in Board duties, Board members conduct shall demonstrate civility, respect, and courtesy toward each other, HCA staff, and the public and shall be guided by fundamental tenets of integrity and fairness.

**ARTICLE VI**  
**Amendments to the By-Laws and Rules of Construction**

1. Two-thirds majority required to amend—The SEBB By-laws may be amended upon a two-thirds (2/3) majority vote of the Board.
2. Liberal construction—All rules and procedures in these By-laws shall be liberally construed so that the public’s health, safety, and welfare shall be secured in accordance with the intents and purposes of applicable State laws and regulations.

**TAB 3**

**Draft**  
**School Employees Benefits Board**  
**Meeting Minutes**

May 2, 2024  
Health Care Authority  
Sue Crystal Rooms A & B  
Olympia, Washington  
9:00 a.m. – 11:30 a.m.

The Briefing Book with the complete presentations and an audio recording of the meeting can be found at:  
<https://www.hca.wa.gov/about-hca/programs-and-initiatives/school-employees-benefits-board-sebb-program/meetings-and-materials>

**Members Present in Olympia**

Lou McDermott  
Pamela Kruse  
Kerry Schaefer  
Myra Johnson

**Members Present via Zoom**

Amy Griffin  
Dawna Hansen-Murray  
Omeid Heidari  
Alison Poulsen

**Members Absent**

Terri House

**SEB Board Counsel**

Katy Hatfield, AAG (in person)

**Call to Order**

**Lou McDermott, Chair**, called the meeting to order at 9:01 a.m. Sufficient members were present to allow a quorum. Board members and the public were able to attend either in person or virtually via Zoom.

**Meeting Overview**

**Jean Bui**, Deputy Director of the Employees and Retirees Benefits (ERB) Division provided an overview of the agenda.

**Approval of Meeting Minutes**

Myra Johnson moved, and Pamela Kruse seconded a motion to approve the March 14, 2024 meeting minutes. Minutes were approved as written by unanimous vote. Terri House was absent for voting.

Myra Johnson moved, and Pamela Kruse seconded a motion to approve the April 4, 2024 retreat minutes. Minutes were approved as written by unanimous vote. Terri House was absent for voting.

### **April Meeting Follow Up**

**Jean Bui**, Deputy Director of the Employees and Retirees Benefits (ERB) Division provided some follow-up information from the April Board meeting. The presentation included information about PEBB and SEBB Program dual enrollment overlap.

### **UMP Benefit Design**

**Ryan Ramsdell**, Uniform Medical Plan Team Manager in the Employees and Retirees Benefits (ERB) Division provided a presentation regarding UMP benefit design for the 2025 plan year. The presentation included a resolution for voting for UMP diagnostic and supplemental breast exam coverage.

- *SEBB 2024-08: UMP diagnostic and supplemental breast exam coverage.*  
Pamela Kruse moved and Kerry Schaefer seconded a motion to approve the resolution. The resolution passed with a unanimous vote. Terri House was absent for voting.

### **Benefits 24/7 Update**

**Jessica Pratt-McConnel**, IT Policy and Planning Manager in the Employees and Retirees Benefits (ERB) Division filled in for Chatrina Pitsch, IT Policy and Planning Manager, and presented an update on the Benefits 24/7 application launch. The update included information regarding launch successes and challenges, next steps for the application, support for benefits administrators, and communications regarding the application.

### **Premium Payment Program**

**Michaela Snook**, Premium Payment Program Section Manager and **Missy Bruce**, Premium Payment Program Unit Manager in the Financial Services Division (FSD) brought a presentation to the Board regarding the Premium Payment Program administered by the Health Care Authority. The presentation topics included program background, program overview, benefits for clients, program eligibility, 2024 qualifying health plan deductible amounts, non-qualifying health plans, information regarding determining cost effective amounts, and information about enrolling in the Premium Payment Program.

### **General Public Comment**

The following members of the public provided comments:

- Ligouri Daubenschmidt

Topics brought forth during public comments included a training environment request in the Benefits 24/7 application.

An audio recording for the May 2, 2024 SEB Board meeting can be found at:

<https://www.hca.wa.gov/about-hca/programs-and-initiatives/school-employees-benefits-board-sebb-program/meetings-and-materials>

**Next Meeting**

June 6, 2024

Starting time 9:00 a.m.

**Preview of June 6, 2024 SEB Board Meeting**

**Jean Bui**, Deputy Director of the Employees and Retirees Benefits (ERB) Division provided an overview of potential agenda topics for the June 6, 2024 meeting.

Meeting was adjourned at 9:38 a.m.