

**Post Secondary Employers' Association**

**Joint Committee on Benefits Administration**

**William M. Mercer**

**Suite 700, One Bentall Centre**

**505 Burrard Street, Vancouver, BC**

**April 27, 2000**

**8:30 am - 10:30 am**

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In attendance: David Piasta, Jim Blake, Denis Kielly, Ellen Woods,  
Doug Fletcher, Randy Dewar, Fatima Di Biase,  
Jim Lewis, Stuart Monteith

Absent: Carolyn Parry, Debbie Svedic

Recorder: Gae Sellstedt

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**1. Call to Order**

The meeting was called to order at 8:35 am

**2. Approval of the Agenda**

One item was added to the agenda under Business Arising out of  
Previous Minutes, item iv) Savings

The Agenda was approved as amended.

**3. Approval of the Minutes of March 10, 2000 Meeting**

The Minutes were approved as circulated.

**4. Business Arising out of the Previous Minutes**

i) AD&D Status

Ellen Woods has drafted a letter to go out under the signature of  
David Piasta, Jim Blake and herself to be sent to all  
institutions, including non-consortium members, outlining the  
results of the AD&D marketing and advising that it is available  
sector-wide. It was discussed that this will be a responsibility  
of the Communications Work Group and David Piasta will develop a  
mailing list with both e-mail addresses and fax numbers.

A letter, drafted by Fatima DiBiase, was sent to IIG, VCC,  
Langara and Capilano requesting their assistance to obtain  
information from their current insurer(s) in order that William  
Mercer can conduct a review of the long term disability plans.  
Daivd Piasta will contact Carolyn Parry, Chair of the

Communications Work Group, to initiate a follow-up to the institutions that have not responded.

The Committee confirmed membership of the Work Groups as follows:

Communication	Investment	Legal & Taxation	Plan Design	Service Provider
Carolyn Parry, Chair	David Piasta, Chair	Doug Fletcher, Chair	Debbie Svedic, Chair	Ellen Woods, Chair
David Piasta	Denis Kielly	Debbie Svedic	Doug Fletcher	Randy Dewar
Randy Dewar	Ken Browning	Mary Hoekstra	Ellen Woods	Jennifer Holden
	Joe Beales			John Wilson

Ellen Woods advised that Marilyn Duggan has had to decline membership in the Work Groups.

Ellen Woods will solicit the following for membership:

- Roy Daykin (Kwantlen) for Legal & Taxation
- Kara Larkin (Camosun) & Eleanor James (OUC) for Plan Design

ii) Work Groups - Chair Reports

S. Monteith introduced Fatima Di Biase and Jim Lewis to the Committee members. He advised that Fatima and Jim will act as support to the Work Groups and the degree to which the group is reliant on them will contribute to the fee range.

S. Monteith distributed a booklet and reviewed the Action List of each of the work groups.

The Investment Work Group has had one meeting and is meeting again after the JCBA meeting today.

Fatima Di Biase spoke to the Plan Design Work Group and the Service Provider Work Group. The first step to complete the understanding of the LTD model is to facilitate a half-day session to understand all the elements of a self-insured model. She agreed with Ellen Woods that it would be appropriate for the entire JCBA Committee to attend the session and scheduled it for May 11, 2000 from 9:00 am to 12:00 noon.

With respect to the Service Providers Group, Fatima advised that this group will provide the tools to assist the other work groups and will create a data base profile of each of the service providers. She stressed the importance of preparing a generic Request for Proposal so that the group is consistent with their selection of service providers and the decisions are based on good research. This Work Group is not to be confused with the selection of a service provider.

S. Monteith advised that Mercer, unless otherwise directed, will expect the Chairs to drive the process forward with the support of himself, Fatima Di Biase and Jim Lewis.

D. Fletcher advised that the awareness of any of the technical issues behind LTD is extremely low at the institutional level and a basic education process needs to happen. Fatima Di Biase will work with David Piasta and Doug Fletcher to put together some

information that they can present at the CIEA conference May 24<sup>th</sup> through 27<sup>th</sup>. Doug Fletcher advised that the Unions will put forth a communication strongly supporting the work of the JCBA.

Fatima Di Biase will meet with the Service Provider Work Group May 12, 2000 at 9:00 am.

The Chairs of each of the Work Groups are to take responsibility to populate their own group and to have their first meeting by mid May.

iii) Time Loss Survey

S. Monteith advised that Ellen Woods and the Consortium mobilized on this initiative and meetings have been set up with Douglas College, College of the Rockies and Okanagan University College with a Mercer resource out of Toronto. There will be a series of meetings with a comprehensive cross section of various groups within the Institutions. Once this process has been completed, Mercer will put together an overview of the report and will emerge with a good data base that will be statistically significant with information that can be relied upon.

S. Monteith said that he would like to learn more about the project that Debbie Svedic spoke about at the March 10<sup>th</sup> meeting and was given the go-ahead by the Committee members to call her directly.

iv) Savings

Jim Blake brought up the issue of savings that was a subject broached in the early meetings of the JCBA Committee. He advised that the PSEA Board Meeting/AGM is scheduled for June 14<sup>th</sup> and it would be a good idea to come up with a definition of "savings" to take to that meeting. He feels there will be a lot of opinions on the subject and the opportunities to bring this to the system will be limited to June or will have to wait until the Fall.

The Committee members discussed various definitions of savings. Jim Blake volunteered to draft a set of working guidelines for the Committee's review. A letter will then go out from the Joint Chairs to PSEA, EBAC and the Unions.

v) Succession Planning

Jim Blake advised that he and Marilyn Duggan had a discussion with respect to his replacement on the JCBA. Although Edwin Deas has agreed to participate on the EBAC, he doesn't have time to participate on the JCBA. Marilyn Duggan has approached Jennifer Holden to participate on the JCBA but hasn't, as yet, received her response.

David Piasta suggested that one of the existing people on the JCBA should become the next Joint Chair for continuity purposes.

The next meeting is scheduled for May 23<sup>rd</sup> at BCGEU from 1:00 pm to 4:00 pm. The Committee members had no objection to Fatima Di Biase and Jim Lewis attending the next couple of JCBA meetings.

There being no further business, the meeting adjourned at 10:20 am.