

**Peralta Community College District  
Health Benefits Fringe Committee Meeting  
April 27, 2017  
9:10-10:00am**

Agenda Item and Presenter(s)	Discussion	Follow-up Action and Decisions
Attendees	Facilitator: Jennifer Seibert Note taker: Cheryl Meares PRO: Patricia Dudley PFT: Rick Greenspan Local 39: William Highsmith Finance: Luther Aaberge Facilities: Tim Brice Human Resources: Harizon Odembo Business Services: Christine Williams Employee Relations: Chanelle Whitaker	
Meeting Call	9:10am	
Jennifer	We will review open enrollment for this coming year and review the responses to the employee retiree engagement survey as well as the progress of the satisfaction survey. We will review issues in self-funding as well as an update in the Affordable Care Act. So as part of the introductions of New Faces Around the District. Christine, there's a chart of on our handout on page three which shows the organizational chart. We know about trustee and Chancellor. But with the new faces I'm expected to see – I drew arrows... So Christine, would you like to tell us a little bit about yourself as the new Interim Vice Chancellor of Business Services?	
Christine	Yea, thank you for inviting me and it's a privilege to be able to speak... My name is Christine Williams and I am the Interim Vice Chancellor for the Finance Administration with 18 years of P & L, which is Profit and Loss Management for Higher Education and Community College experience as Vice President in Administration of Finance for Lone Star Community College in Texas. I am just honored to be here. I've been in the Bay Area for three years and intend to be here so many more years... I love it and I am just honored to be a part of the Peralta District and hope to do some things with the wonderful people here.	

**Peralta Community College District  
Health Benefits Fringe Committee Meeting  
April 27, 2017  
9:10-10:00am**

Jennifer	How long have you been here so far?	
Christine	Three years	
Jennifer	No	
Christine	Oh	
Jennifer	New Faces	
Christine	New faces, yes. Today is my eighth day. Ninth.	
Jennifer	Congratulations. We'll do some introductions and we'll start with another new face around the district – Tim Brice. Introduce yourself because some of us may not know you and this is a new opportunity as a New Face to the District.	
Tim	Yes, I've been the Interim Director of Facilities and Operations for the last two months. Prior to that, five years as custodian in Merritt then in Peralta 25 years.	
William	Good morning, I am William Highsmith. I am the Head Custodian for Laney College...and I've been around for about 15 years, thank you.	
Jennifer	That brings us to Luther	
Luther	I am Luther Aaberge and I am the Budget Director and AP Manager at the District and I've been here for about a year and a half now.	
Jennifer	He works all night long, I come and his car is here, I leave and his car is here. I offer him a job and he's still here ...And then we have our Note Taker	
Cheryl		

**Peralta Community College District  
Health Benefits Fringe Committee Meeting  
April 27, 2017  
9:10-10:00am**

Jennifer	Yes, Cheryl Meares here, I am in the Benefits office – there to serve. I’ve been here since December. But prior to that I do have a little bit of a background with Benefits, 30 years in Kaiser as an Account Manager, ironically on the Peralta Account. I was also a broker on my own for the last six years and I am really happy to be here.	
Patricia	And then we have our representative from the retirees	
Rick	Yes, I am PRO and I was a faculty member in College of Alameda before I retired	
Jennifer	I am a chief negotiator for the PFT and I’ve been here longer than you want to know	
	So just to put thing in context, some of the outcomes from 2016 just to bring everyone up on what we’ve done so far... and so you know the reason we’re not using the PowerPoint is because there’s some technological issues going on that have been going on for about a week. What we have done and what we will continue to do is to campaign for Medicare Coordination. We had a successful campaign in February and the objective is to reduce cost and partnering with our providers to mitigate our health cost. We studied other alternatives of securing ways of cost efficient benefits through other networks. Pay as you go systems. For example, we still have Coresource and blue cross network. But maybe we can get greater discounts if we offer to pay cash up front for certain types of services. We did explore that, but it wasn’t a viable option at this time. We did have our dependent eligibility audit, which saved us about \$30,000 a year and reduced our cost. So thank you for all your support in that effort. Another project we embarked on this year included developing and integrating more of our electronic services through Benefit Bridge – Pension Dynamics now offers a pay card for those who sign up for a benefits plan and personal appointments letter. Meaning that if someone were to call the benefits office on behalf of a family member on our plan, we have to protect the privacy and we’ll ask for a <b>Personal Appointment Letter</b> . Meaning, if the husband wants to call on behalf of the wife to find out why a bill didn’t get paid, you really have to talk to the patient because of public privacy. So we are taking steps to be	

**Peralta Community College District  
Health Benefits Fringe Committee Meeting  
April 27, 2017  
9:10-10:00am**

Patricia	diligent in that effort – not that we don't trust or know, but we just need to protect everyone. We've also been promoting more self-service capabilities through technology. Our partners are expecting it and we are integrating it.	
Jennifer	Can I ask a question?	
Patricia	Sure	
Jennifer	In PRO we have any number of members that are disabled etc, do you have any accommodation for a representative to speak for the patient and get information?	
Patricia	Yes	
Jennifer	Okay, and is that electronic also?	
Patricia	Yes, it is a personal appointment. It's online and downloadable and has been there for about a year now.	
Jennifer	Are there restrictions on who the patient can sign over to?	
Patricia	Not for us, it's a relationship between the patient and the patient's designee.	
Jennifer	So in other words they can add Bruce Jacobs?	
Patricia Jennifer	As long as Bruce Jacobs also signs, but each one of the vendors has their own form as well. You can sign over authority but the other person must also agree.	
	Got it So now that we are embarking our Health and Wellness campaign, in order to...we want to explore the current partnerships to promote health and wellness in our community through a variety of tools, such as, Health Risk Assessment, webinars	

**Peralta Community College District  
Health Benefits Fringe Committee Meeting  
April 27, 2017  
9:10-10:00am**

Rick	<p>which we'll be promoting in June, and other efforts that we can engage in like CoreSource and Kaiser. They really are promoting the utility of Health Risk Assessment. That is when someone engages in a faceless interactive tool to see where they're health risk factors are, and perhaps to see how they can curve the escalation of a situation that they can control through the use of the plan. Then next meeting just so that we have this on our radar...will be on May 11<sup>th</sup>, we typically meet on Thursdays. At that time we will look at the budget spending, revenues and Alliant will come to present on the renewals.</p> <p>With that being said, I was expecting Information Technology to be here to talk about the ListServe, which is a request that came forward that allows the district to allow retirees to keep their email after they leave the district. There has been a proposal put forward to IT, but I'm going to table that and let Antionne discuss that. But we will move on to Open-enrollment...we are moving Open enrolment from the entire month of May and moving it starting May 15. So employees who want to make changes...should do so from May 15<sup>th</sup> to June 15<sup>th</sup>. To effect July 1<sup>st</sup> changes, so that gives us about 15 days to process and get everything in order. How will changes be made this year? As in the past, active employees will make changes via Benefit Bridge, retirees will continue to use to universal employee enrollment benefit form... In terms of volume, from 1500 people, about 150 people make some kind of change. Let your constituents know that we will have a marketing campaign and I will go into that in a moment. And on page 8 – what is open enrollment? Is it the annual opportunity, when employers must provide eligible employees and retirees a chance to enroll into medical and or dental plans. This is a chance to enroll - they can add or delete a dependent in the insurance plan. There are no changes this year in vendors...and rates will renew on July 1<sup>st</sup>. No changes to plan partners, plan features... and again status quo. So, as far as benefit fairs go, we will have them on May 15<sup>th</sup>, 16<sup>th</sup>, and 17<sup>th</sup>, that's a Monday, Tuesday, and Wednesday throughout the district. And the reason we moved in to two weeks into May is partially due to the timing that we received the information. And we just wanted to make sure that the analysis and everything makes sense and has had adequate time for review by our consultant, Alliant Insurance Services. Are there any questions?</p>	
------	---	--

**Peralta Community College District  
Health Benefits Fringe Committee Meeting  
April 27, 2017  
9:10-10:00am**

	<p>I think we start finals week May 23<sup>rd</sup>, so basically there is 3 days of this open enrollment before people go into finals, and then this period from May 15<sup>th</sup> to June 15<sup>th</sup> when people are not on campus. so my question is, would you do open enrollment during Christmas break when the district is gone? And it seems that you wouldn't because you want to have people available, so if it had been done earlier, from early May until the end – at least three weeks... I'm a little concerned. I'm not sure how many faculty change their enrollment but I would say... about whatever publicity you will put out, put "we know the fact that you will be away and if you're a faculty you should enroll before you go on break because..."</p>	
Jennifer	<p>Would you mind drafting it? Or sending me some language to include because I do want to put that</p>	
Rick	<p>Well I'll just send ... I don't know what you're going to send out</p>	
Jennifer	<p>It would just be an emphasis... the fact that faculty may not be around. What is it that you want them to leave with?</p>	
Man	<p>There's only two or three days of normal school during this entire period... by the time you start hitting finals, you're kind of focused on finals, and once finals are over you correct the finals and then you're on break. So faculty might not be aware of what's going on if they want to make changes. You should start with publicity in the beginning of May, don't wait until the middle. When you do the publicity, just put some kind of note in there that we understand that finals week is during this period...</p>	
Patricia	<p>So in other words, I think that going back to May 1<sup>st</sup> for next year might be a consideration</p>	
Jennifer	<p>We've done other changes before where we went from calendar year to fiscal year, fiscal year to... we'll certainly be as flexible as we can</p>	

**Peralta Community College District  
Health Benefits Fringe Committee Meeting  
April 27, 2017  
9:10-10:00am**

Rick	What does someone put in their application for a change in May 1 <sup>st</sup> , even though open enrollment doesn't start until May 15 <sup>th</sup> ?	
Jennifer	It depends on the change. If they're just adding a person...the other thing is rates. If they're rate contingent they'll want to wait.	
Rick	You won't have the rates by May 1 <sup>st</sup> ?	
Jennifer	That's correct. They'll still be under review by the consultant.	
Rick	So the consultant will be here next meeting right?	
Jennifer	Right on the 12 <sup>th</sup> . So that's why I made the point on page 9, usually it's been the entire month. The flexibility is contingent on the timing delivery of the analysis of our consultants. Benefits fair will still be available throughout the District, I may have a schedule...it says TBD. We are almost there. And on page 10 is a little bit more on open enrollment, this is where we are going to do an announcement...we will do a four pager close to May 10 <sup>th</sup> and then the full guide will be available by download, calling the district office, or by email. That's the 40 page one that we give to new employees that has the 800 numbers, info about affiliations. The plan comparison of Kaiser compared to CoreSource or Delta different from United Health Care. We no longer mail it out; it's available on demand, by phone call or by email. Any questions?	
Rick	So you'll know the new rates by May 10 <sup>th</sup> ?	
Jennifer	After the board meets	
Man	When does the board meet?	
Jennifer	The 9 <sup>th</sup>	

**Peralta Community College District  
Health Benefits Fringe Committee Meeting  
April 27, 2017  
9:10-10:00am**

Rick	So why don't we start the enrollment on the 10 <sup>th</sup> instead of the 15 <sup>th</sup> ?	
Jennifer	Because we have to make sure that all the vendors are here...we have the benefit fairs	
Rick	Why don't you start it on the 10 <sup>th</sup> and end it on the 10 <sup>th</sup> . You want a month? So that way there's a little bit more time for faculty before finals.	
Jennifer	I'll check with Alliant, and the committee meets on the 12 <sup>th</sup>	
Cheryl	You got the mailing going out on the 10 <sup>th</sup>	
Jennifer	And the board meets on the 9 <sup>th</sup>	
Cheryl	So let's start open enrollment on the 10 <sup>th</sup>	
Jennifer	Let's consult with Alliant to see if that's possible.	
Patricia	And Friday May 19 <sup>th</sup> is a holiday	
Rick	So that leaves three days	
Patricia	15 <sup>th</sup> , 16 <sup>th</sup> , 17 <sup>th</sup>	
Jennifer	What am I missing here? Because it goes from May to June, and the services are year round	
Rick	I just want to make sure people are notified, they're not going to be checking their Peralta email. We get a lot of things from the Benefits office and some things are about the Health fair and some things are about tickets to the Warriors game – about	



**Peralta Community College District  
Health Benefits Fringe Committee Meeting  
April 27, 2017  
9:10-10:00am**

Jennifer	a lot of stuff. So to think that someone is going to go home and check their mail in the middle of... say for example that you're going on an educational thing to do some studying in Latin America, and you want to do that in the period between when school ends and when summer school starts, you're likely to strain around just trying to finish your finals	
Rick	When is the last day of classes?	
Patricia	It is on the 18 <sup>th</sup> ... finals start...	
Rick	...The following weekend, the Friday is a holiday so	
Jennifer	So let's just move it to the 10th	
Rick	I don't know if I can but I will find out, because we want to give full consideration	
Jennifer	Or use that and delay the mailing...in other words, you can put the mailing out on the 10 <sup>th</sup> you can certainly start open enrollment then.	
Rick	So the option would be to delay the mailing? They won't have heads up that way at all	
Jennifer	No, I'm saying that if you're going to do an open enrollment on a four page mailing you can put it out electronically - on FAS to all faculty members, saying open enrollment starts today.	
Rick	Is there any opinion at the other end of the table? Any considerations on dates?	
Jennifer	I think we should have open enrollment on the 10 <sup>th</sup>	

**Peralta Community College District  
Health Benefits Fringe Committee Meeting  
April 27, 2017  
9:10-10:00am**

Harizon	We'll still have the fairs on the 15 <sup>th</sup> -17 <sup>th</sup> . I think we can do that. We are now going to switch to the surveys. There are two surveys ...Hello Harizon, I invited Harizon he's in HR, do you want to tell us a little bit about yourself?	
Jennifer	<p>Sure, my name is Harizon Odembo and I've been in Peralta for close to 10 years now, I've worked in International, HR, Payroll, Laney College, College of Alameda and now I'm back in HR...Any questions I'll be more than happy to help.</p> <p>Thank you, I'm glad you were able to stop by. He sits in the Human Resources office.</p> <p>We have undertaken two surveys, one that is currently going on which is the Service Satisfaction survey which was mailed to retirees and to temporary employees, we're asking for a return date by the end of May and we'll announce the results in June. The purpose of that survey is to assess the level of service and the kind of service people get – we're looking forward to the feedback. They went out last week and we're getting responses. They are going to Trudy and will be tallied by that office. The one that preceded that was the Employee and Retiree Engagement and Activities survey. We emailed it and had 193 people respond. We've been doing this annual survey since 2013 and the results are on the following page. Rather than going topic by topic I do have it summarized on the bottom, on page 24. The purpose of this Activities and Engagement survey was to help us assess the types of workshops that are of interest as well as the delivery mechanism. We asked people to express their level of interest on eleven different questions. I summarized the result on page 24. Respondents are very interested on the topic of wills, trusts, and estate planning; tax differed planning. So what we'll do in the benefits office is incorporate the theme "Know what you Own" into our deliveries, including open enrollments..."Know what you own" is about knowing who is entitled to your assets. In terms of community building we're likely to offer an A's tailgate – coordination is pending. If you look throughout the years, there is an increasing use of our vendor portals and websites, and we'll continue to promote and encourage the use...many respondents were retirees and active employees, many have taken a</p>	
Rick		

**Peralta Community College District  
Health Benefits Fringe Committee Meeting  
April 27, 2017  
9:10-10:00am**

Jennifer	Health Risk Assessment, but not so many of the dependents. And we will continue to promote the availability of the assessments to support the early detection of chronic conditions and it promotes employee engagement.	
Rick	Question	
Jennifer	<p>Yes</p> <p>On the Health Risk Assessment, we will be taking it online, how will our dependents be able to take the assessment</p> <p>Just user ID and password, it is secure. The dependent can also have their own ID and password and can have their own Health Risk Assessment. On the Kaiser or CoreSource website. I don't get the details, we have 1500 people enrolled. 15 have done the Health Risk Assessment so far, an average of one a day for the last two months or something like that. I get objective stats. Early detection is a win for the person affected by the early detection of a high risk ailment- they can get on the control curve of it, and everyone wants to live a long productive life I would think. What we also have found from the survey...email preference has increase these past few years, we will continue to develop sustainable communications methods to help reduce our mailing costs as well as increase the use of technology. Topics people have expressed interest in which we will offer workshops on: Managing Stress, Fitting in Fitness, The Art of Meditation and Yoga, Your Environment a powerful influence, and Healthy Lunches – how to get one when there aren't healthy options around. These are the topics of highest interest and we will offer them in the coming months. And thank you to those that replied or promoted it within your constituent base. Any questions?</p> <p>Okay IT still hasn't showed up, so we will move on to issues in Self-funding. Also towards the same thing, resources available in our health plan: CoreSource has implemented a Your Care program, which is a comprehensive case manager program which engages members to use health management tools that they offer.</p>	

**Peralta Community College District  
Health Benefits Fringe Committee Meeting  
April 27, 2017  
9:10-10:00am**

<p>Patricia Jennifer  Patricia</p>	<p>They did a mailing in the Fall. They have Teledoc, where members can contact a doctor 24/7 to get medical advice over the phone, and co-pays apply. For our electronic savvy covered employees, retirees and dependents – there’s CoreSource Wire, which sends electronic reminders, digital updates ...”have you gotten your blood pressure checked?”...whatever the standards are for reminders. That’s another technique implemented into the CoreSource plan or Self-funded plan. They’re promoting the Health Risk Assessment, so take your private one</p>	
<p>Jennifer</p>	<p>Teledoc, really...if you make a phone call it’s going to cost you your co-pay? Correct</p> <p>Oh that wasn’t clear the last time</p>	
<p>Tim</p>	<p>The standard co-pay...I think it’s in the literature So just like CoreSource has its program our Kaiser also has the same or similar features, encourage yourself and your dependents to take a Health Risk Assessment, and take advantage of the resources available through the Kaiser – and I don’t think you have to be a member, because community wellbeing is good for everyone – we do have a separate website dedicated to wellness and it’s called Healthy Communities. So that’s where we ship the health information. Sometimes emails come out and look like they come from the benefits office, emails we acknowledge are benefits@peralta, Healthy Communities and anyone from the staff. Tim would you like to share about the email you got that looked suspicious?</p>	
<p>Jennifer</p>	<p>It’s almost like the email you get that tells you to click on a link...I got something like that relative to health benefits</p>	
<p>Cheryl Jennifer</p>	<p>Yes, if you have to ask me if the email is from me, then it’s probably not from me. Affordable Care Act update...our office complied with the guidelines and distribution deadlines. I think where we are we will stay. We are required to provide to those covered under the Peralta plan a 1095 federal form, it’s like a healthcare W2</p>	

**Peralta Community College District  
Health Benefits Fringe Committee Meeting  
April 27, 2017  
9:10-10:00am**

Cheryl	The 1095, we were compliant	
Jennifer	I know, I was just wondering if we can get those early	
Cheryl	We will be compliant, that's what I'll commit to, and I suggest people talk to their tax advisor. Forms are for the month of coverage and it discloses the month of coverage for you and/or your dependents. And we mailed over 2,100 IRS 1095 forms for 2016 year by the prescribed March 2 <sup>nd</sup> deadline. In some cases you might have received two. Any other questions besides can we ask the IRS to change the deadline?	
Jennifer	Can we give Peralta a different deadline?	
Patricia	We will conform to the deadline; it's not a "no". If the IRS changes it to be consistent with the W2 and 1099 we'll comply with that deadline. The takeaway: as references to your constituent groups, feel free...remind your constituents of the upcoming events, which means open enrollment. Will, how does Local 39 communicate with each other?	
Jennifer	Emails, word of mouth	
Will	Also, this is a new enhancement...address changes are a self-service option and added convenience. We have been told that payroll receives a lot of pay-stubs back because of bad addresses, we get information back because of bad addresses and apparently the post-office tells us about address changes. Employees can engage now and change addresses online so we can use the most current information available. Tim...	
Jennifer	I actually have someone, a custodian that had inquired with me that they hadn't acquired their W2 form. They probably hadn't changed their address, so I went and	

**Peralta Community College District  
Health Benefits Fringe Committee Meeting  
April 27, 2017  
9:10-10:00am**

Tim	got it from payroll. There should be a way for payroll to be able to reach people because they might have a W2 sitting in a drawer there somewhere...are they trying emails, phone calls...do you know?	
Jennifer	<p>No I don't know, but I can certainly make a note and maybe ask them to come to a meeting. It's not really a benefits issue, but I can bring it up. Where is the employee accountability though? Some things are available online, I don't know if the W2s are available online, they might be and there would be no reason for them to come and pick them up.</p> <p>The benefits office is available to attend meetings with your constituent groups just send us an invite. So if you have a meeting or you want us to be in a meeting...we'll be more than happy to accommodate., just give us some timeframes.so since the only other topic we haven't talked about has to do with retiree emails, I'm going to defer that because I think IT department should be here to address the issue. So far what we've done is submitted a project proposal to prioritize post-employment access to the Peralta email...it's part of the consideration as they develop the other technology features...the transition is going on, I'm on page 8. Issues that they brought up are issue of security for people who no longer actively work at the district. Where does the transition fit into the priority of other IT initiatives? If we we're to use the self-service option or allow retirees to use a non Peralta email address? How easy is it for retirees to change their address? ....and who maintains the information? There must be a good reason why the IT people aren't here but they are committed and share the vision of establishing a protocol of technology and communications to ensure that mutual outcomes are met, where there is some way that we can communicate with retirees. The issue with the list serve we use is not connected to any employee...if you retire and your name become Donald Duck, I'll add that name to a list of 200 other names but I don't know who Donald Duck's real name is ...and cannot tell which medical plan they are on. Part of being effective in communicating and reaching your audience...you want to know you're reaching the right people</p>	

**Peralta Community College District  
Health Benefits Fringe Committee Meeting  
April 27, 2017  
9:10-10:00am**

Patricia	I think PRO wants to be able to send out information through the District's <i>Announcement</i> listserv.	
Rick	Do we have phone number and addresses saved....say I'm a retiree, don't you have that person's address some place?	
Jennifer	I have their address but not their email address	
Rick	Can't in that same list you put another column and put their email?	
Jennifer	That becomes maintenance....why replicate if the district already has that information, why are we creating a shadow system?	
Rick	Because if you wait for the district it's going to be another eight years. My experience with IT is we are still waiting for something whose prowess still has three years to go to automatically move our part-timers when they hit thirty equated hours to a new step. And HR was doing it by hand three or four years ago, we signed the agreement, we have a contract that says they will computerize and they haven't done it yet. What happens with IT is that they promise things, and then they get hit with a crisis like the student aid checks aren't going out to the students...and all of a sudden everything goes in the back burner and they have to do that. So I think...from my perspective, if you already have an address list for retirees....why don't we add emails to it?	
Jennifer	What I'm saying Rick, is that what we have doesn't link the <a href="mailto:donaldduck@aol.com">donaldduck@aol.com</a> 's email alias to Rick Greenspan as Peralta affiliate, for example.	
Rick	But Rick Greenspan's address is .... It's not Donald Duck's address. In other words, if you look up Rick Greenspan you come up with my real address.	
Jennifer	And where do I look that up? In People Soft, which is maintained by IT	

**Peralta Community College District  
Health Benefits Fringe Committee Meeting  
April 27, 2017  
9:10-10:00am**

Rick	So for retiree addresses you don't have an independent...you use it from People Soft	
Jennifer	Exactly, to save data... People can do a self-serve, so rather than have an independent, which is good but the retirees should change their address themselves	
Rick	How do they change it through People Soft if they can't access it anymore since they are out of Peralta?	
Jennifer	That's one of the issues we are looking at, is transitioning. Oh, come in – the Chancellor of IT.	
Patricia	Can you put a link on the benefits page that would allow us to put our personal email	
Jennifer	That will be considered but it's not a benefits issue...when it comes to personal information updates it's done in HR	
Rick	So if there's a retiree that's trying to get a medical reimbursement and they need to get a form and they say you have the wrong address. How do you change their address if it's in IT?	
Jennifer	There's a form that gets processed. A paper form goes to that retiree that gets back to HR and they do the updates. It doesn't stop from getting the reimbursement, but that is the process by which the change of address occurs. And that's not new...	
Rick	So you could put a link to that paper form and the person could fill it out and it could get sent to wherever that paper form goes for an address change	
Jennifer	Or they could do it online...it's all part of the thought process	
Rick		



**Peralta Community College District  
Health Benefits Fringe Committee Meeting  
April 27, 2017  
9:10-10:00am**

Jennifer	I thought they couldn't access Peralta online because they were retired. For those people that can't you need a paper form to get their emails changed so have them generate the paper form off the webpage and just print it out and put it in the stack with the address changes	
Rick	Do you know that it's not there? Because if I had the technology I would probably show you There is an address change form, it's on the HR website. Or they fill it out online and send it back, but the issue I want to be clear about is. The issue you brought out about W2s is a payroll issue. The address change form and address update are HR issues. On the email side I'm working to make sure we can still communicate with those who have post-employment benefits. But it's not an isolated project. I'm advocating but I have to work with IT.	
Jennifer	And once they get the proper email address....and I have a form...	
Rick	You're asking the benefits office....it goes to HR	
Jennifer	If you give it to HR, is HR going to put my non-Peralta email into that system so that you can access it?	
Rick	Whatever the address is you provide	
Jennifer	Then you can access it?	
Rick	The answer is yes	
Jennifer	How do people check if the address or email is correct?	
Patricia	Working progress, it needs to be documented. Once the address is processed we get a workflow...Next meeting is when	

**Peralta Community College District  
Health Benefits Fringe Committee Meeting  
April 27, 2017  
9:10-10:00am**

Jennifer	On the 11 <sup>th</sup>  Which is a Thursday and I'll look at the open enrollment dates. We'll keep the fair dates.	
----------	---	--