

# Minutes

Nova Scotia Education Common Services Bureau

## Members' Employees' Benefits Committee

Minutes January 10, 2019

9:30 am to 3:00 pm

NSECSB

395 – 3 Spectacle Lake Drive, Dartmouth, NS B3B 1W8

### ATTENDANCE

Corinne Carey, Chair	NSGEU
Lesley MacDonald, Vice Chair	Annapolis Valley Regional Centre for Education
Leanne Chesnutt	Non-Union
Wendy King	Cape Breton-Victoria Regional Centre for Education – by teleconference
Grant Dart	CUPE – by teleconference
Lisa de Molitor	CUPE
Jackie Swaine	SEIU
Bruce Joshua	Conseil scolaire acadien provincial – by teleconference
Chris Grover	Strait Regional Centre for Education
Charmaine Romkey	Tri-County Regional Centre for Education & South Shore Regional Centre for Education
Nicole McKim	NSGEU
<b>Staff:</b>	
Jayne Miller	NSECSB
Kathy Alcorn	NSECSB
<b>Regrets:</b>	
David Potter	NS EECD
<b>Guests:</b>	
Todd Blackwood	Johnson Inc.
Rick Piper	Medavie Blue Cross
Catherine Hunt	Medavie Blue Cross
Paula Grossman	Presenter, Medavie Blue Cross
Pat Dougan	Presenter, Employee Family Assistance Program

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## **1. Call to Order**

The Chair called the meeting to order at 9:35 am.

## **2. Record of Attendance**

Attendance was recorded.

## **3. Approval of the Agenda**

Add under New Business:

6 d) New NSECSB Executive Director – Jayne Miller

**It was MOVED and SECONDED (MacDonald / Swaine)**  
that the revised agenda be approved.  
**MOTION carried.**

## **4. Approval of Minutes of October 19, 2018**

**It was MOVED and SECONDED (McKim / Romkey)**  
that the minutes of October 19, 2018 be approved.  
**MOTION carried.**

## **5. Business Arising from the Minutes**

### **a) Report from the Document Review Subcommittee**

Corinne Carey reported that the Document Review Committee, comprised of Corinne Carey, Lesley MacDonald, David Potter, Todd Blackwood, and Jayne Miller, reviewed and updated the MEB Terms of Reference with regard to the new educational entities.

Lesley MacDonald provided some clarification about the need to update the MEB Terms of Reference. The Members Employees Benefits Committee used to be a committee of the NSSBA Board of Directors. The MEB Committee was given the authority to make substantive changes but big changes needed approval of the Board of Directors. The MEB is now a committee of NSECSB reporting directly to the Minister of Education and Early Childhood Development (EECD). The updated Terms of Reference will be presented to the Province's legal team for review.

Todd Blackwood reviewed the changes to the Terms of Reference with the committee members as presented by the Document Review Sub-Committee.

**It was MOVED and SECONDED (MacDonald / Grover)**

That the members of the MEB Committee recommend to the Minister of Education and Early Childhood Development the approval of the Terms of Reference for the MEB Committee as reviewed at the January 10, 2019 meeting.

**MOTION carried.**

There was discussion about the documents coming from the Terms of Reference. It was decided that once approval is received from the Minister of Education and Early Childhood Development, documents emanating from Terms of Reference will be addressed at that time.

**b) Report from the Fee Review Subcommittee**

Corinne Carey, Lesley MacDonald, Todd Blackwood, Jayne Miller and David Potter met to review the difference in the fee structure offered by Medavie Blue Cross. David said that the Province may have a better ILAP Fee and ASO Admin Fee than is currently being offered to the NSECSB. Todd will work with the Public Service Commission to obtain/negotiate the same fees for NSECSB.

**Action:** David indicated that he would look into the collection of the Association Allowance. If he finds that we are no longer required to collect the Allowance and remit it to the NSECSB, he will prepare a letter advising the committee.

**c) EFAP Bulletin Mailing List**

Todd Blackwood reported that he had contacted Catherine Biermann at Medavie Blue Cross. She will ensure that all members of MEB Committee will be added to mailing list.

**Action:** Todd will verify with Catherine that the mailing list is current.

**d) Diabetes Management Through Glucose Monitoring Presentation – Paul Grossman, Medavie Blue Cross**

Paula Grossman presented Diabetes Management Through Glucose Monitoring. The Committee requested that costing for this additional benefit be included in the annual renewal.

**6. New Business**

**a) Financial Update – Johnson Inc.**

Todd Blackwood presented the Administrative Service Only (ASO) report for November 2017 to October 2018 at October 2018. The Renewal is coming up in April. The Committee may want to discuss what to do with the surplus, which is currently more than 25%.

A discussion on the accumulated funds will be put on the agenda of the March 2019 meeting prior to the April renewal meeting. Suggestions of what may be done with the surplus include: Dental back to 100%, look into the pharmacy program, possibility of including glucose monitoring. It was requested that Todd Blackwood speak with Medavie Blue Cross about the amount of outstanding deposits.

Medavie Blue Cross must report reasons for variances if there is a major difference from previous year. Financials may now be reviewed more closely now that the committee reports to the government.

Todd Blackwood also presented the Unrestricted Deposit Account (UDA) report for November 2017 to October 2018 at October 2018.

It was suggested that as part of the renewal, include what the rates would have been under NSSBA vs. renewal under current conditions.

**It was MOVED and SECONDED (McKim / Swaine)**  
That the financial reports be accepted as presented.  
**MOTION carried.**

**b) Johnson Invoice #292 for Approval**

The committee reviewed Johnson Inc. invoice 292.

**It was MOVED and SECONDED (MacDonald / Grover)**  
That invoice 292 be approved for payment.  
**MOTION carried.**

**c) A Manager's Guide to Creating a Respectful Workplace – Pat Dougan, Presentation Through the Employee Family Assistance Program**

Pat Dougan presented A Manager's Guide to Creating a Respectful Workplace.

**d) New NSECSB Executive Director – Jayne Miller**

Jayne Miller reported that there will be a new NSECSB Executive Director, Scott Milner. She provided some background information. His official start date is January 28, 2019.

**7. Dates of Next Meetings**

March 14, 2019 – regular MEB meeting

April 11, 2019 – renewal meeting

June 13, 2019 – regular MEB meeting

**8. Adjournment**

**It was MOVED at 2:09 pm (Chesnutt)**  
that the meeting be adjourned.  
**MOTION carried.**

RESPECTFULLY SUBMITTED  
Kathy Alcorn - Recorder

APPROVED  
Corinne Carey – Chair

Approved by the MEB Committee March 14, 2019.