

**INSURANCE COMMITTEE MEETING MINUTES**  
**TEAMS – 3:30PM**  
**Thursday, October 15, 2020**

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Attendees:

Scott Hodges – Director of Human Resources  
Christopher Lacambra – Executive Director of Financial Services  
Kim Bernhart – Accountant, Business Services  
Joshua Bozeman – Teacher, Fernandina Beach Middle School  
Ruth Duncan – Teacher, Callahan Middle School  
Marian Phillips – Supervisor’s Secretary, Management Information Systems  
Kathy Lyle-Purvis – Teacher, Information Technology  
Kellie Sweat – Secretary/Bookkeeper, Yulee High School  
Leanne Peacock – Personnel Specialist, Human Resources

Guests:

Jackie Tyson – Agent, Miller Health Group  
Allison Profitt – The Bailey Group

**Meeting Called to Order**

The meeting was called to order by Scott Hodges at 3:30pm.

**Adoption of Agenda**

The agenda was reviewed. Marian Phillips made a motion to accept the agenda and Ruth Duncan seconded the motion. The motion carried unanimously.

**Review of the Minutes**

The minutes from the June 17, 2020 meeting were reviewed. Marian Phillips made a motion to accept the minutes and Joshua Bozeman seconded the motion. The motion carried unanimously.

**Review Cost Analysis** *Allison Profitt and Jackie Tyson*

Allison Profitt and Jackie Tyson presented the committee with a cost analysis handout. The cost analysis was reviewed.

**Feedback for Open Enrollment 2020-2021** *Scott Hodges*

Scott Hodges asked the committee if they had any feedback from the virtual open enrollment. Joshua Bozeman stated that employees liked having the virtual open enrollment, but employees that were not as technological did not like the virtual open enrollment.

**Open Enrollment 2021-2022** *Scott Hodges*

Scott Hodges asked the committee what their thoughts were on for the upcoming open enrollment. The committee felt that we should offer both virtual and in person open enrollment fairs as this would serve all employees.

**Consider Using Online Platform (Paperless Enrollment)** *Scott Hodges*

Scott Hodges wanted the committee to consider the District using an online platform for enrollments. Jackie Tyson and Allison Profitt discussed general information about an online platform. The committee would like to make sure that we assist employees that may not have access to a computer. The committee was asked for permission to explore online platform options. Marian Phillips made a motion to allow Jackie Tyson and the Bailey Group to explore online platform options. Joshua Bozeman seconded the motion. The motion carried unanimously.

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**Suggestion to Change Insurance Renewal to 1/1** *Scott Hodges*

Scott Hodges discussed with the committee the option to change our insurance renewal to January 1<sup>st</sup>. Joshua Bozeman stated that it would make sense to make the change. Allison Profitt stated that we would have to hold a double open enrollment to transition to the new renewal date. After discussion, Joshua Bozeman made a motion to change the health insurance renewal to January 1<sup>st</sup>. Kim Bernhart seconded the motion. The motion carried unanimously.

**Consideration for Appreciation Financial** *Chris Lacambra*

Chris Lacambra received a request from Appreciation Financial to be approved as a new vendor. Ruth Duncan stated that she was hesitant to add a new company. No motion was made for approval.

**General Question & Answer Session**

None

**Next Meeting Date**

The next meeting date has not been scheduled.

**Meeting Adjourned**

Joshua Bozeman made a motion to adjourn the meeting and Ruth Duncan seconded the motion. The meeting adjourned at 4:30pm.

*Minutes Prepared By: Leanne Peacock, Human Resources Department*