



Municipal Advisory Corporation Inc.
La Corporation Consultative aux Municipalités Inc.

BOARD OF DIRECTORS MEETING

DATE: Friday February 12, 2016

LOCATION: Best Western Plus Fredericton Hotel & Suites

TIME: 9:30 am.

Present: Chris Spear, President-Saint Andrews
Jamie DeGrace, Vice President-Bathurst
Paul Maguire, Treasurer
Brenda Barton, Secretary
Brenda Cormier, Belledune
Susan Deville, Quispamsis
Jane Lee, St. George
Peter Michaud, Grand Falls

Regrets: Pam Robichaud, Richibucto

1. Call to Order and Welcome

Chris Spear, President called the meeting to order at 9:30 am and welcomed everyone.

2. Approval of Agenda

It was moved by Brenda Cormier **and seconded by** Jamie DeGrace that the agenda for February 12, 2015 be approved as circulated. **Motion Carried.**

3. Approval of Minutes of October 22, 2015

It was moved by Peter Michaud **and seconded by** Paul Maguire that the minutes of October 22, 2015 be approved as circulated. **Motion Carried.**

4. Business Arising from the Minutes

There was discussion regarding the new renewal and the new offer regarding

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critical illness and discussion regarding Health & Dental when an employee turns 65. Health and Dental are not always restricted at 65. President Chris Spear stated he will check on new booklets and when they could be available.

5. EFAP Rates & Homewood Issues

Two more municipalities have been approached by Homewood for EFAP Services. There was concern that Homewood was sending out packages to some of our members giving a price for coverage. President Chris Spear will write a letter to Joel and Phyllis with a copy to David Penney regarding Homewood contacting MAC members for coverage and offering competing rates. Our members have a set rate and other municipalities should not get a different rate.

It was moved by Susan Deuille **and seconded by** Peter Michaud that the rates would remain the same for 2016 at \$50.00 per member and \$55.00 per non-member.

Motion Carried.

6. Financial Update

There was discussion from board members on HST. As the board members were not completely sure on this matter, it was decided to ask the auditor his opinion on HST. Also, HST calculations were discussed regarding EAP. The Board found the current amount for EAP would be enough to cover the payment to Homewood, as well as, enough to cover the HST that is currently being charged from Homewood, also keeping in mind the pending increase in HST in July.

It was moved by Susan Deuille **and seconded by** Jamie DeGrace that the Financial Reports as at December 31, 2015 be approved as circulated.

Motion Carried.

7. Website

Jamie DeGrace will meet with Pam Robichaud to discuss update of the Website and its content.

It was moved by Susan Deuille **and seconded by** Jane Lee that \$1000 be allotted for updating the website.

Carried.

Motion

8. Other Business

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It was decided the members needed to be more aware of MAC and what its functions are and more aware of who the Board are and who the member is that is on the Board from their area, so that they could contact this person or a Board member when questions arise. A letter will be sent out and then each member of the Board will be responsible to contact certain municipalities.

It was suggested to have spring workshops and have speakers such as David Penney. Due to municipal elections this year, it was suggested that this year it would be better to have workshops in various parts of the Province in September. Time of workshop or seminar would be from 10am to 2pm or 10 am to 3pm. The Board discussed who the audience should be and agreed it would normally be the top administrators of the benefit plan within each municipality. Topics that could be discussed are such things as the EAP, members that are sick and on long term and perhaps a demo of the new APP. The seminars will provide members with information on how to find answers to their questions and other information, how to login in to Assumption Life, what happens with coverage with such things as when a child goes to college, when someone dies, and what needs to be done when an employee dies (watching to ensure names are taken off the card when someone dies), how process works when someone is off on EI and various other situations. Members should be aware of the changing of Best Doctors to a new name. Seminars were tentatively set for Quispamsis, Bathurst, Grand Falls, and Perth Andover or Woodstock. Suggested dates were September 27, 2016 in Bathurst, September 28, 2016 in Grand Falls, September 29, 2016 in Perth and September 30, 2016 in Quispamsis.

By-laws and Policies were discussed. It was discussed whether there should be term limits for Board members. Currently there are a lot of new members on the Board. For next meeting the Board will define who is an eligible member of MAC.

Termination of individual prescriptions was discussed. This problem has surfaced for some. They have gone to renew prescriptions and the prescription was not on the list anymore. Employees should be aware when a prescription is coming off the list. It is not a common practise to notify patients when drugs change. Sometimes in the past, the pharmacy has covered it one more time until the patient can get to the doctor.

Charges for new municipalities to join the plan were discussed.

Moved by Susan Deuville and seconded by Jamie DeGrace that Phyllis and Joel be ask to do a one-year audit for anyone who has joined MAC since beginning of 2015 and have not

been charged yet for the one-time member fee and ask if there are members still paying penalty for municipalities that have left the plan and have rejoined the plan.

Motion Carried.

The Francophone Group were interested in joining MAC. After meeting with the Group,

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MAC considered the Group high risk at present. The Francophone Group were told they would need to provide information to MAC for consideration. There has not been any information received.

9. Date and location of next meeting

The next meeting will be called by the chair in April 2016.

10. Adjournment

There being no further business, **it was moved by** Peter Michaud and **seconded by** Jane Lee the meeting be adjourned. **Motion Carried.**

Respectfully submitted,

Brenda Barton
Secretary
MUNICIPAL ADVISORY CORPORATION, INC.