



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

MINUTES
Board of Directors Meeting
Friday, April 20, 2018 @ 10:00 a.m.
Sale le Bon temps
Le Centre communautaire Sainte-Anne
715 Priestman Street
Fredericton, N. B.

Present: Chris Spear, President (St. Andrews)
Paul Maguire, Treasurer (Sussex)
Paul Lang, Director (Kent Regional Service Commission)
Claudette MacLean (Southwest Regional Service Commission)
Susan Deuille, Director (Quispamsis)
Pam Robichaud, Director (Richibucto)
Brenda Cormier (Belledune)
Brenda L. Knight, Secretary
Joel Drolet, President & CEO, Goguen Champlain Financial Services
Phyllis Leger, Partner/Vice President, Goguen Champlain Financial Services

Absent:
Peter Michaud, Vice-President (Grand Falls)

1. Call to Order and Welcome

Chris Spear, President called the meeting to order at 10:05 a.m.

2. Approval of Agenda

It was **Moved** by Claudette MacLean and **Seconded** by Brenda Cormier **THAT** the agenda be approved with 4(b) "2018 Education Days – Location and Topics" moved to 7(b); and the additions of 4(a) "Sponsorship of AMANB 2018 Conference 4(e) "Website Update – Pam Robichaud; 4(f) "Nominations AGM". **Motion Carried.**

3. (a) Approval of Minutes – February 2, 2018

It was **Moved** by Claudette MacLean and **Seconded** by Paul Lang **THAT** the minutes of the February 2, 2018 Board of Directors Meeting be approved. **Motion Carried**



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4. Business Arising from the Minutes

(a) Sponsorship of AMANB Conference

It was **Moved** by Susan Deuille, **Seconded** by Pam Robichaud, **THAT** the Board approve the sponsorship donation of \$1,000 to the Association of Municipal Administrators for their 2018 Conference, to be held in Bathurst, NB. **Motion Carried**

(b) By-laws and Policies Committee Update

President Chris Spear advised that the Secretary had forwarded a draft copy of the revised MAC policies and by-laws to Board members and requested their feedback. Once feedback is received a final draft will be prepared for discussion at the next board meeting. It was noted that if the Board is prepared to go forward with the revisions as prepared by the sub-committee, the draft revisions will be brought forward to the membership for approval at the MAC AGM in June 2018.

(c) MAC AGM – Date and Time

The Secretary advised that the MAC AGM has been slotted on Wednesday, June 6th from 4:15 p.m. to 5:00 p.m. at the 2018 AMANB Conference in Bathurst, N.B.

(d) EFAP Report and Process Document

The Secretary passed out the new EFAP Report and draft Process Document and reviewed both with Board members.

It was **Moved** by Paul Lang, **Seconded** by Susan Deuille, **THAT** the Board of the Municipal Advisory Corporation approve the EFAP Process Document. **Motion Carried**

(e) Website Update

Pam Robichaud reviewed the updated website with the Board. She advised if anyone had any suggestions or comments to please forward to her by email. President Spear thanked her and Julie Payer Lafrance from Kent Commission for their work on the website.



(f) Nominations – MAC AGM

President Spear requested that if there were any Board members who were not putting their name forward for nomination at the MAC AGM to advise either himself or the Secretary.

Susan Deuille advised the Board that regrettably, she would not be reoffering her position as Board member but offered the name of the Town's HR Manager, Joanie McGraw. President Chris Spear thanked Susan for serving on the Board and for her excellent insight and advice while serving as a Board Member.

5. Financial Reports

(a) Approval of Financial Statements

It was **Moved** by Paul Maguire and **Seconded** by Paul Lang **THAT** the Financial Reports as of April 19, 2018 be approved. **Motion Carried**

6. Correspondence

There was no correspondence to review.

7. New Business

(a) Homewood Health Presentation – Natacha Riopel

Natacha Riopel of Home Health reviewed the EFAP Annual Report with the Board Members, attached as Annex 1. Highlights of the presentation included:

- New service of Grief and Loss Coaching launched end 2017
- Cognitive Behavioural Therapy (CBT), online, work-focussed therapy will launch in 2018
- Utilization Overview – higher usage in 2016 than 2017 (in %)
- Municipalities with highest usage: Quispamsis, Bathurst, KVFD, Saint-Leonard and Woodstock
- Employees main users at 70.7%; Spouses – 17.3% and dependents at 12%
- 75.50 cases in 2016 vs 78.50 cases in 2017; additional services were used in 2017
- 34 municipalities (including commissions) enrolled in 2017



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- Natacha will offer to do orientations for Management tools
- Project underway to improve the number of surveys sent out by Homewood Health; should see improvements in the next annual report
- Program is growing – increased number of covered employees
- Opportunities to promote Life Smart Services as well as online services
- Need for substance abuse assessments arising from upcoming marijuana legislation as Homewood is receiving a lot of calls about the upcoming pot policy
- Nadine Wentzell, a pharmacist in Nova Scotia has developed best practices for adopting policies on substance abuse. Natacha will email her information to the MAC Board
- It was noted by the President that municipalities should try and collaborate to get together for presentations or webinars provided by Homewood Health
- Travel Charges: Challenge is that most municipalities are rural and the service providers are in located in Moncton area. If a situation arises that is unscheduled and a provider is not located in Moncton, there could be travel costs. However, Natacha will assess every situation and may be able to waive costs for travel.

(b) Goguen Champlain Financial Services Inc Presentations

Joel Drolet reviewed the following ppt presentation with the Board, attached as Annex 2. Highlights of the presentation included:

- FPP Updates
 - Rachelle Gagnon, V-P of Assumption Life Moncton noted that a new FPP workflow had been developed by Assumption Life after meeting with Joel who identified a gap between the reviewing and filling out of form
 - She noted that all presentations were made to the affected employees and all letters had been sent out
 - FPP Status Report was reviewed which noted that 10 employees were affected by FPP and what the status of their applications.
 - Rachelle noted that Generic drug costs have decreased.
- Experience and Overall Renewal – Joel Drolet
 - More employees on LTD
 - Health Experience first quarter trend is up
 - FPP pooling charges will reduce by half
 - Group Health Insurance Loss Ration as of March 90.2%
 - Dental Benefit – Claims – most claims from Basic but on rise



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- 2017 Retention Program
 - \$100k more claims in 2017
 - Current Surplus left in deposit: \$139K
 - Total Reserves 2017 \$307

- New Applications
 - Tracadie – Group Insurance – Assumption Life will take on this municipality outside of the MAC
 - EFAP – new in 2018 – Village of Dorchester with 4 employees
 - FPP – new municipalities to be added to next meeting agenda

- Education Day
 - Discussion of an Education Day in October 2018
 - Topics: Mental Health Issues – perhaps a Homewood Health Guest Speaker
 - Lawyer could be invited
 - Financials (Goguen Champlain)
 - How to Create a Drug and Alcohol Policy to be included – perhaps collaborate with other Associations (AMANB UMNB and l’AFANB)
 - Pam to send link concerning marijuana rights

- Service Issues Update
 - Town of Rothesay service issues have been addressed with multiple meetings with Assumption Life
 - Ongoing issues seem to be all resolved
 - A thorough review of the contract was completed and any discrepancies were sent to AL to correct and make equal to previous plan

- Market Study
 - Joel advised that a study was completed five years ago and recommended that the Board not go to market this year but perhaps in 2019. See what happens with impact of FPP.

- Bursary
 - Two applicants were chosen by Assumption Life
 - Cheques to be sent to Secretary for dispersal
 - Letter to non winners to be sent by President



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- Renewal Meetings
 - Meeting with Assumption: September 26, 2018
 - Meeting with MAC Board: October 15 – 19, 2018
 - Letters sent by Assumption: October 29, 2018

(c) Purchase of New Accounting Software

It was **Moved** by Susan Deuville, **Seconded** by Paul Lang, **THAT** the Treasurer and Secretary be authorized to purchase new SAGE accounting software package. **Motion Carried**

9. Date and Location of Next Meeting

The next meeting of the Board of Directors will take place after the MAC AGM on Wednesday, June 6th at 4:15 p.m. at the K.C. Irving Regional Centre in Bathurst, NB.

10. Adjournment

There being no further business, **Moved** by Claudette MacLean, **Seconded** by Paul Lang **THAT** the meeting be adjourned at 2:15 p.m.

Respectfully submitted,

Brenda L. Knight
Secretary
MUNICIPAL ADVISORY CORPORATION INC.