

# MINUTES OF THE EMPLOYEE BENEFITS COMMITTEE

**Monday, August 23, 2023  
10:00 AM**

ATTENDEES	P	A	ATTENDEES	P	A
Rachel S Blanks,	<b>X</b>		Troy Vanerson	<b>X</b>	
Nancy Boren		<b>X</b>	Ardria McGruder	<b>X</b>	
Timothy A. Smith,		<b>X</b>	Shannon H. Hubbard	<b>X</b>	
			Holli Browder	<b>X</b>	
Angelica Alexander, Ex-Officio	<b>X</b>		Pamela Hodge		<b>X</b>
Reather Hollowell, Ex-Officio	<b>X</b>		Lisa Goodwin		<b>X</b>

**Others Present: Tammi Starkey, Sheila Holt, Todd Hooper, Vanessa Stephen- NFP  
Erin McDill - CareATC, Reather Hollowell, Keisha Johnson, Sheila Risper, Cynthia Holliman-CCG**

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**CALL TO ORDER:** Holli Browder–Vice Chair (10:09AM)

## AGENDA AND DISCUSSIONS

- Erin McDill – CareATC presented a Personnel Health Assessment (PHA) update (July 11th-October 20, 2023). Erin reported 342 employees completed PHA's and 149 scheduled PHA appointments. Erin wants CCG to continue to encourage employees to complete their PHAs as soon as possible to avoid delay in scheduling an appointment or to avoid not receiving an appointment because of a scheduling conflict. She also wants CCG to encourage employees to utilize CareATC's Telemedicine; whenever possible. CareATC Telemedicine is a 24/7 service free to all employees on CCG's medical plan.
- Tammi Starkey - NFP provided an Open Enrollment(O/E) update. Educational Webinar is scheduled for September 25, 2023 which would be recorded and sent out to the employees via email and placed on the BRC. Deadline for Open Enrollment is October 20, 2023, which coincide with the PHA deadline. Employees will be able to schedule open enrollment appointments via telephone, Teams and self-enroll. October 20, 2023, NFP will be on-site at the Benefits Fair to enroll employees or to provide benefits plan information. Prizes will be provided during O/E.
- Reather Hollowell- provided an update on the relocation of the Health Wellness Center(HWC). Current Center will not be open for appointments on September 20-22, 2023 because CareATC will be packing for the new location. Communications will be provided to employees by CCG and HWC of the temporary closer of the current HWC location and the reopening of the new location.
- The meeting was called to order by vice-chair Holli Browder. The minutes of the June 28, 2023 meeting were approved.

Meeting ended at 10:31AM.

Respectfully Submitted,

*\*(Due to the EBC being sanctioned by City Council, all further meetings will need to include an in-person meeting with at least three members of the committee present.)*