LFSA Executive Committee
February 27, 2017

Present: Marianne Reed, Ann Snow, Greta Valentine, Leah Hallstrom, Mary Ann Baker, Brian Moss, Heather Mac Bean, Rebecca Orozco, Sara Morris, Karna Younger

1. Experiences with new HealthQuest program (Ann Snow)

Ann Snow talked about the HealthQuest medical benefit and some differences between how the program was run last year vs. this year. These include:
- The program is now administered by Cerner, which requires users to sign up with a new account
- Participants earn a higher amount of money back this year, but that may not balance the cost of increased health benefit premiums and copays
- A tobacco test is now required for biometric screenings
- Users cannot self-submit medical results for routine eye and dental exams. The confirmation that these exams took place is now gleaned from the insurance claims filed for the visits.

She also mentioned some issues that she and others have encountered with the program this year:
- It was unclear to some that a new account was required to participate
- Biomedical screening dates were not easily accessible, and those who elect to submit results from their own physicians do not receive points for attending a screening
- It was not clear in the instructions for this year that a tobacco screening was required. It’s also difficult to find someone to do a tobacco test if employees are submitting results from appointments with their own physicians.
- It can take a long time for results employees submit themselves to appear on the portal. This may be an issue for those who schedule late December appointments.
- If there is an error with an employee’s self-submissions, Cerner doesn’t notify them.

LFSA Exec discussed what steps might be helpful to take. The group decided to look into training options for this benefit. If resources exist, members of LFSA Exec or the LFSA Salaries & Benefits committee can publicize these for Libraries staff. If not, LFSA Exec to contact Salaries & Benefits about creating a local training resource. Attendees suggested publicizing dates for biometric screenings, and encouraging Libraries employees to submit their medical results early if possible.

2. LFSA web pages (Greta, Leah, Rebecca)

Greta Valentine briefed the group on updates that she, Leah Hallstrom and Rebecca Orozco made to the old LFPA website. These include:
- Updated website header
- Updated committee names and pages
- Posted current minutes for committees that have submitted them
- Divided Home page among 3 assemblies, and grouped pertinent resources under the appropriate assembly
- Updated the LFSA Committees sidebar
- Added current members’ names and contact information to each committee page
- Gained permission to post a link to archival crawls of LFPA and KULSS sites on the updated LFSA site
Members reviewing the site pointed out a couple more areas to update. If anyone notices further updates that need to take place, Greta encouraged them to contact her, Leah or Rebecca. If anyone has committee minutes to update, they should contact Greta (for LSA or LFSA committees) or Rebecca (LFA committees).

3. Updates from LFSA committees (All)

Greta passed on a CRSA update from Sharon Riley:
- The total LRF funding pool was $5,400. CRSA has given out 14 LRF awards of varying amounts according to what the applicants requested. Most have been for registrations to conferences where applicants were presenting. There is about $800 remaining.
- The GRF deadline was February 24th. CRSA had two faculty applicants; their proposals are under review. Each applicant has requested $3,000. The total GRF award pool was $6,044.

No other committees had updates at this time.

Marianne suggested scheduling LFSA monthly meeting for next 3 months based on the group’s expressed interest in updates on the HealthQuest issue and preparing for year-end transitions.

4. Preparing for year-end: reports, elections, etc. (Sara/Marianne)

Sara and Marianne discussed governance transition issues with LFSA Exec so committees can be prepared for elections by the end of May. Primary issues discussed were:
- Determining which vacancies need to be filled on which committees
- Determining a date to conduct elections
- Getting annual reports from current committees

Sara also mentioned reviewing the annual report template to see if there is wording that needs to be changed. She suggested seeing if other information should be added to the template, such as a section for suggesting/requesting changes to a committee’s web page. LFSA Exec decided to contact Nominating & Ballot for assistance with determining which spots need to be filled on various committees.

5. Updates from LFA (Sara, Karna, Rebecca)

There were no major updates from LFA at this time. Sara and Heather indicated that there are potential changes to Promotion and Tenure documents, but this was a clerical change and will not be voted on.

6. Updates from LSA (Marianne, Leah, Greta)

Marianne gave the following updates on LSA business:
- LSA decided not to form any staff-specific committees at this time, but this option remains open for the future
- LSA Exec has been making an effort to ensure staff have the executive committee’s contact information. An anonymous feedback form was set up as well and sent to the membership.

7. New business
Marianne brought up and reiterated Kevin’s recent message encouraging Libraries employees to drop by the Dean’s office during his open hours.

**Action Items**
- Marianne: Add an update on HealthQuest issues to agenda of next LFSA Exec meeting
- Leah: contact Nominating & Ballot about determining committee vacancies
- Sara: Review template for annual reports and discuss in an upcoming meeting
- Greta: Make updates suggested by group to LFSA website
- Greta: Schedule LFSA meetings for March, April, and May