

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of September 23, 2014

ITEM TITLE: *(Please define the subject; e.g., change order – Berkeley City College)*

Acceptance of the Benefits Bridge Service Agreement intended to improve employee records management and accurate bill payments to our benefit plan vendors.

SPECIFIC BOARD ACTION REQUESTED:

Approve an extension of the Service Agreement for Benefits Bridge, a Keenan & Associates web-based product and service, to develop and implement an integrated benefits enrollment capability and design a common remitting platform for accurate payment for medical, dental, life, long-term disability, and employee assistance plan expenses for over 2,000 employees, retirees, and their eligible dependents.

The District seeks approval to execute this agreement through June 30, 2016.

ITEM SUMMARY: *(PLEASE DISCUSS THIS ITEM. IF A VENDOR IS INVOLVED, PLEASE INCLUDE THE COMPANY NAME AS WELL AS THE INDIVIDUAL.)*

Vendor: Keenan and Associates, John Scatterday

During 2011-2012, the Board approved the District entering into an agreement with Keenan & Associates to implement an online platform known as Benefits Bridge to develop and implement an end-user friendly portal for employee and retiree use, and interface with our benefit partners.

The Benefits Office has successfully tested the data compatibility and integrity between the District records (PeopleSoft) and that of our vendors, including Kaiser, CoreSource, Delta Dental, and United Health Care (Dental) to electronically transmit data.

The implementation to Peralta employees are as follows:

Presentation to Benefits Fringe Committee:	September 25, 2014
Focus Group testing for new hires:	October 1 through October 21, 2014
Go live for all active employees:	November 1, 2014

With the implementation of the Benefits Bridge, the Benefits Office will have the ability to engage employees and retirees in the management of their personal data and benefit enrollment records.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

General Funds

3,333/MONTH;/\$40,000/ANNUALLY

BACKGROUND/ANALYSIS:

In order to enhance the processes efficiencies and data accuracy between our internal systems and our external vendors, the Benefits Office required electronic integration. Integrating this type of inter-relational software offered by the Benefits Bridge portal follows the natural progression after concluding the Dependent Eligibility Audit of 2014, and in anticipation of recordkeeping challenges arising through Health Care Reform and the Affordable Care Act. Through Benefits Bridge, the Benefits Office will have the ability to:

1. Create the electronic infrastructure to ensure the consistency and continuity of the information delivered to employees in a timely manner;
2. Improve our fiscal management of benefit resources;
3. Enhance the reconciliation and billing process;
4. Simplify the open enrollment process for employees, retirees, and their eligible dependents; and
5. Increase employee participation and engagement for information exchange to facilitate on-demand benefits enrollment for employees.

DELIVERABLES AND SCOPE OF WORK:

THE BENEFITS BRIDGE PLATFORM WILL PROVIDE US THE ABILITY TO:

- PROVIDE ONLINE ENROLLMENT;
- ENGAGE EMPLOYEE SELF-SERVICE;
- IMPROVE THE ABILITY TO MANAGE RECORDS; AND
- EXPAND THE SERVICE RESOURCES AVAILABLE TO OUR EMPLOYEE BASE.

ANTICIPATED COMPLETION DATE:

JUNE 30, 2016

ALTERNATIVES/OPTIONS:

- The District considered using PeopleSoft modules as we already own the Benefits Administration module. The preliminary cost by the Information Technology Department to implement this module is approximately \$600,000. Based on the Information Technology Strategy projects for 2012- 2015, it is not anticipated that the Benefits Administration module will be on track for full implementation before June 30, 2016.
- The District also explored the Benetrac product recommended through our consultant PSW Benefits Resources. However, with the customizations required to integrate with the PeopleSoft system, it was determined that Benetrac may not yield the desired results within the budget or timeframe.

EVALUATION AND RECOMMENDED ACTION:

Benefits Bridge has the ability to deliver the level of service integration at a reasonable cost in order to improve the Benefits Office data management and reporting to our other business partners, such as Kaiser and Delta Dental.

Approval of the extension of the Service Agreement for Benefits Bridge is recommended.

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):

YES HUMAN RESOURCES & INFORMATION TECHNOLOGY NO _____

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (VICE CHANCELLOR)

VICE CHANCELLOR LARGENT

(*****Board contract approval is subject to negotiation and execution by the Chancellor.)

DOCUMENT PREPARED BY:

Prepared by: Trudy Largent, Vice Chancellor

Date: 09/15/14

[Enter Here - Your Name and Title of Individual]

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Trudy Largent, Vice Chancellor

Date: 09/15/14

[Enter Here - Name of College President, (if originating from a college) or Vice-Chancellor (if originating from the District)]

FINANCE DEPARTMENT REVIEW

Finance review required Finance review *not* required

If Finance review is required, determination is: Approved Not Approved

If not approved, please give reason: _____

Signature: Susan Rinne

Date: 09/15/14

Susan Rinne, Interim Vice Chancellor for Finance and Administration

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

Legal review required Legal review *not* required

If Legal review is required, determination is: Approved Not Approved

Signature: _____

Date: _____

Thuy Thi Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda

Not Approved, but Place on Agenda

Signature: Jose M. Ortiz
Dr. José M. Ortiz, Chancellor

Date: 09/15/14