

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of September 13, 2016

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

Acceptance of the BenefitBridge Service Agreement's extension to continue the District's ongoing improvement of data management and enrollment reconciliations to our benefit plan records.

SPECIFIC BOARD ACTION REQUESTED:

Approve extension of Service Agreement for BenefitBridge, a Keenan & Associates web-based product and interactive service, to support on-line benefits enrollment and to design a common remitting platform for accurate payment for medical, dental, life, long-term disability, employee assistance plan enrollment for over 2,000 employees, retirees and their eligible dependents.

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

Employee self-service has proven that automating employee data creates a platform that will update all medical providers and affiliating business partners so that the source information is available immediately, consistently, and accurately with all vendors. Therefore, whenever an employee or retiree remits a change in status, that information is automatically updated with every Peralta affiliate associated with Benefits. The District has engaged the administrative features of BenefitBridge since 2014. Employees have been using BenefitBridge since 2015. The District seeks approval to execute this agreement through June 30, 2017.

The District has engaged the use of the on-line enrollment management system since 2014. Employee access and on-going utility of the service supports District's efforts to provide a user-friendly interactive enrollment portal which supports the increased need to use sustainable technology, and improve the timely exchange of accurate employee data.

The District has partnered with Keenan in the development and on-going use of the BenefitBridge platform for active employees since 2014 for the annual and semi-annual enrolment periods for full time employees as well as for part-time hourly faculty.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

General Funds

\$3,333/MONTH OR \$40,000/FISCAL YEAR

BACKGROUND/ANALYSIS:

In order to continually review and improve our operational efficiencies and data accuracy between our internal systems and our external vendors, the District has identified a cost-efficient product which improves our ability to accurately report costs through the timely notification of employee benefit transactions to our business partners.

Through the District's use and integration of BenefitBridge *reporting systems*, we have:

1. Created the electronic infrastructure to ensure the consistency and continuity of the information delivered to

- employees in a timely manner;
- 2. Realigned some of our functions to use electronic records and reduce our reliance on paper documentation;
- 3. Improved the accuracy of our enrollment reconciliation;
- 4. Simplified and standardized the open enrollment process;
- 5. Increased employee participation, engagement and responsibility for information exchange;
- 6. Improved our services by providing a resource to facilitate on-demand benefits enrollment for employees
- 7. Standardized the communication and access to required notices

The desired outcome addresses the Benefits Office’s commitment to implement and monitor procedures and controls which support responsible fiscal management.

DELIVERABLES AND SCOPE OF WORK:

The *Benefits Bridge* platform will continue to provide us the ability to:

- support on-going engagement of employee participation and management of their personal data;
- improve the ability to manage records; and
- expand the service resources available to our employee base.

ANTICIPATED COMPLETION DATE:

JUNE 30, 2017

ALTERNATIVES/OPTIONS:

- PeopleSoft modules known as the *BenAdmin* module; timeline for implementation follows the PPS Finance module upgrade and is not currently scheduled in the District-wide Information and Technology Schedule for fiscal year 2016-2017.
- While there are other inter-relational databases, BenefitBridge is competitively priced, and is currently used in other Districts as well.
- Benefits’ current consultant (Alliant Insurance Services) does not offer this service or product.

BenefitBridge 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.

EVALUATION AND RECOMMENDED ACTION:

We continue to believe that this undertaking will fit our culture, and Keenan has agreed to extend services at a cost of \$3,333/month, or \$40,000/year through the end of the June 30, 2017 fiscal year.

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

YES HUMAN RESOURCES NO _____

COMMENTS:

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

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

DOCUMENT PREPARED BY:

Prepared by: Trudy Largent, Vice Chancellor
[Enter Here - Your Name and Title of Individual]

Date: 09/01/16

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Trudy Largent, Vice Chancellor Date: 09/01/16
[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: Ron Little
Ron Little, Vice Chancellor, 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: _____
Nitasha Sawhney, Acting General Counsel

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda Not Approved, but Place on Agenda

Signature: Dr. Jowel C. Laguerre
Dr. Jowel C. Laguerre, Chancellor