



## Health Plan Trustee Board Agenda

Wednesday, October 1, 2025, 3:30 PM

203 Main Avenue East, Twin Falls, Idaho

**Members:** Travis Rothweiler; Mitch Humble; Gretchen Scott; Kristen Kohntopp; Breanna Howard

- 1) Call Meeting to Order/Confirmation of Quorum
- 2) Consent Calendar
  - a) **ACTION ITEM:** Request to approve September 08, 2025, minutes.  
By: Gretchen Scott, Deputy City Manager
  - b) **ACTION ITEM:** Request to pay QuickBooks's invoice annually instead of monthly. By: Breanna Howard, CFO
- 3) Items of Consideration
  - a) **INFORMATIONAL:** Define the positions of Chair and Vice Chair  
By: Travis Rothweiler, City Manager
  - b) **INFORMATIONAL:** Discussion on current bills being paid and the process.  
By: Breanna Howard, CFO
  - c) **DISCUSSION:** Select Health vs Actuary Premiums and budget shortfall update.  
By: Breanna Howard, CFO
  - d) **DISCUSSION:** Finalization of Open Enrollment.  
By: Gretchen Scott, Deputy City Manager
  - e) **DISCUSSION:** Discussion on the process of authenticating applicants, starting with ELT.  
By: Gretchen Scott, Deputy City Manager
- 4) General Public Input
- 5) Adjournment

Any person(s) needing special accommodations to participate in the above-noticed meeting could contact Rachael Long (208) 735-7287 at least two working days before the meeting. Si Desae Esta information in Español, Por favor llama a Rachael Long al telephone (208) 735-7287.



**City of Twin Falls Health Plan Trust  
Minutes**

Monday, September 8, 2025, 1:30 PM  
Conference Room 303  
203 Main Ave East, Twin Falls, Idaho

**Members:** Breanna Howard, Mitch Humble, Gretchen Scott  
Guests – Lauren Nickolisen, Tom Allred

**1. Call to Order**

A. The meeting was called to order at 1:30 PM.

**2. Consent Calendar**

A. Motion to approve the minutes included in the consent calendar was made by Mitch Humble, seconded by Lauren Nickolisen, 4-0 voted in favor.

**3. Items of Consideration**

1. **Establishing ACH Capabilities** - Breanna provided an overview of the frequency of billings that will be sent by Select Health. Medical claims will be billed twice a week. Prescription claims will be billed twice a month. Administrative costs will be billed monthly. The nature of the bills are inconsistent in both the medical and prescription claims. Only the administrative costs will be routine. There is no billing codes included and there are provider numbers but as trustees we will not have access to provider codes. Select Health requires a three-month surplus balance of \$998,000 to cover claims timely. These funds won't accrue interest for the trust. The proposal to implement ACH payments with a 1-2 day turnaround was unanimously approved, as the lack of detailed billing data makes in-house verification redundant. The Third Party Administrator will handle verification.

The board discussed maintaining competitive billing structures to enable easier carrier transitions if bills are unfavorable. Quarterly financial reviews will ensure alignment with expectations. Motion to establish ACH payment capabilities for medical, prescription, and administrative costs was made by Mitch Humble, seconded by Gretchen Scott, 4-0 voted in favor.

4. **General Discussion** - Further, the proposal to define specific board roles was discussed to establish consistent leadership. Positions such as Chairperson, Vice Chair, Secretary, and Treasurer will streamline meeting protocols. This will be added to a future agenda.

Additionally, Tom presented the need to evaluate HIPAA certification due to the potential for identifiable claims, committing to further research on requirements.

**Meeting adjourned at 2:00 PM**



**Date:** Wednesday, October 1, 2025  
**To:** Honorable Mayor and City Council  
**From:** Travis Rothweiler

## **INFORMATIONAL**

**Request:**

Define the positions of Chair and Vice Chair

**Time Estimate:**

**Background:**

**Approval Process:**

**Budget Impact:**

**Regulatory Impact:**

**History:**

**Analysis:**

**Conclusion:**

**Attachments:**

None



**Date:** Wednesday, October 1, 2025  
**To:** Honorable Mayor and City Council  
**From:**

## **INFORMATIONAL**

**Request:**

Discussion on current bills being paid and the process.

**Time Estimate:**

**Background:**

**Approval Process:**

**Budget Impact:**

**Regulatory Impact:**

**History:**

**Analysis:**

**Conclusion:**

**Attachments:**

None



**Date:** Wednesday, October 1, 2025  
**To:** Honorable Mayor and City Council  
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## **DISCUSSION**

**Request:**

Select Health vs Actuary Premiums and budget shortfall update.

**Time Estimate:**

**Background:**

**Approval Process:**

**Budget Impact:**

**Regulatory Impact:**

**History:**

**Analysis:**

**Conclusion:**

**Attachments:**

None



**Date:** Wednesday, October 1, 2025  
**To:** Honorable Mayor and City Council  
**From:**

## **DISCUSSION**

**Request:**

Finalization of Open Enrollment.

**Time Estimate:**

**Background:**

**Approval Process:**

**Budget Impact:**

**Regulatory Impact:**

**History:**

**Analysis:**

**Conclusion:**

**Attachments:**

None



**Date:** Wednesday, October 1, 2025  
**To:** Honorable Mayor and City Council  
**From:**

## **DISCUSSION**

**Request:**

Discussion on the process of authenticating applicants, starting with ELT.

**Time Estimate:**

**Background:**

**Approval Process:**

**Budget Impact:**

**Regulatory Impact:**

**History:**

**Analysis:**

**Conclusion:**

**Attachments:**

None