



Health Plan Trustee Board Agenda

Monday, December 8, 2025, 3:00 PM

Third Floor
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 Health Plan Trust 2025 October 01 and November 05, minutes.
By: Gretchen Scott
- 3) Items of Consideration
 - a) **INFORMATIONAL:** Current expenses for Health Plan Trust.
By: Breanna Howard, CFO
- 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**

Wednesday, November 5, 2025, 3:30 PM
195 River Vista Place, Twin Falls, Idaho

Members: Breanna Howard, Kristen Kohntopp, Mitch Humble, Gretchen Scott, Travis Rothweiler
Guests: Shawn Barigar, Matt Hicks, Mitchell Brooks, Rob Lion, Erin Steel, Josh Baird, Troy Vitek

1. Call to Order

A. The meeting was called to order at 3:30 PM.

2. Consent Calendar

A. Motion to approve the September 6, 2025 minutes included in the consent calendar was made by Breanna Howard, seconded by Travis Rothweiler, 5-0 voted in favor.

3. Items of Consideration

1. **Insurance Audit Update** – On October 22 an email was sent to all employees providing an overview of the need and process that would be followed. November 6th an email will be sent to the affected employees providing the links to the Laserfische process. Employees are asked to complete the information by January of 2026. The HR team will review information and after 120 days the documents will be deleted. No records will be stored permanently. There weren't any questions or follow-up from employees. There will be an in-person opportunity for employees that want to conduct the meeting face to face. All new hires must provide the information for enrollments.

2. **Finance Update** - Breanna provided a profit and loss statement update. A copy of the report is included. Total cash balance is \$1,705,150. Travis Rothweiler moved to approve the finances, Kristen Kohntopp seconded, the board voted 5-0 in favor.

3. Public and Committee Comments

No public comments were made, and no additional committee comments were noted.

Meeting adjourned at 3:33 PM



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

Wednesday, October 1, 2025, 3:30 PM
Conference Room 303
203 Main Ave East, Twin Falls, Idaho

Members: Breanna Howard, Mitch Humble, Gretchen Scott, Travis Rothweiler

1. Call to Order

A. The meeting was called to order at 3:30 PM.

2. Consent Calendar

A. Motion to approve the September 6, 2025 minutes included in the consent calendar was made by Mitch Humble, seconded by Breanna Howard, 4-0 voted in favor.

B. A motion to approve payment of the QuickBooks subscription annually was made by Mitch Humble, seconded by Breanna Howard, 4-0 voted in favor.

3. Items of Consideration

- 1. Chair and Vice Chair Discussion** - Discussions centered on establishing a structured leadership with defined roles: Chairperson and Vice Chairperson. The Chairperson would ensure compliance with Idaho open meeting law standards, oversee meeting formats, and manage motions. Concerns were raised regarding potential conflicts should the City Manager serve as Chair, suggesting the necessity to delineate roles clearly through bylaws, similar to practices in other governmental boards.

The board agreed upon the importance of roles rotating every two years. Discussion about having support staff assigned to the board to assume the responsibilities of agendas and minutes tasks. The necessity of submitting these documents to the State Insurance Commission and Secretary of State's office was noted, although further investigation into requirements was planned.

The quorum was debated; a minimum of four members was proposed necessary for decisions, indicating possible challenges due to current member availability. Breanna was nominated for Chair due to her financial expertise, though she expressed concerns about her current capacity to undertake this role fully. Discussions considered reallocating some responsibilities or engaging additional support to manage these duties effectively.

- 2. Current Bills and Payment Process** - Breanna provided an update on the billing process with Select Health, noting that payments for administrative fees and prescription claims were expected soon, with medical claims billed twice a month. Payments have been made to Hub and Windsor, aligning with the trust's operational requirements.
- 3. Budget Discussion** - The board reviewed a reported budget difference of approximately \$510,000 due to discrepancies between Select Health numbers and more conservative actuarial figures. While no immediate concerns were raised, the board acknowledged the need for prudent financial management and foresight to manage future budget planning and health insurance coverage effectively.

4. **Open Enrollment and Verification Finalization** - Open enrollment processes were reviewed, with a focus on finalizing verification of eligible dependents. The board noted problems in issuing new insurance cards, an email from Tom Allred from SelectHealth was sent on Thursday, September 25th indicating cards would be mailed on October 1st and available in the app on the same day. Members highlighted the importance of ensuring accurate and timely distribution to prevent coverage interruptions.

5. **Public and Committee Comments**

No public comments were made, and no additional committee comments were noted.

Meeting adjourned at 4:14 PM



Date: Monday, December 8, 2025
To: Honorable Mayor and City Council
From:

INFORMATIONAL

Request:

Current expenses for Health Plan Trust.

Time Estimate:

Background:

Approval Process:

Budget Impact:

Regulatory Impact:

History:

Analysis:

Conclusion:

Attachments:

1. Balance Sheet - Nov 2025
2. P&L - Nov 2025

Balance Sheet

City of Twin Falls Health Plan Trust

As of November 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
Depositor Account	2,011,211.99
Trust Checking Account	47,322.03
Total for Bank Accounts	\$2,058,534.02
Total for Current Assets	\$2,058,534.02
Total for Assets	\$2,058,534.02
Liabilities and Equity	
Liabilities	\$0.00
Equity	
Retained Earnings	1,398,814.98
Net Income	659,719.04
Total for Equity	\$2,058,534.02
Total for Liabilities and Equity	\$2,058,534.02

Profit and Loss by Month
 City of Twin Falls Health Plan Trust
 October 1-November 30, 2025

DISTRIBUTION ACCOUNT	OCTOBER 2025	NOVEMBER 2025	TOTAL
Income			
Employee Premiums	14,565.50	54,098.50	68,664.00
Employer Premiums	185,829.50	672,097.50	857,927.00
Interest Income	2,645.41	2,680.96	5,326.37
Total for Income	203,040.41	728,876.96	\$931,917.37
Cost of Sales			
Gross Profit	203,040.41	728,876.96	\$931,917.37
Expenses			
Admin Fees			
HUB International	6,426.00	6,426.00	12,852.00
Total for Admin Fees	6,426.00	6,426.00	\$12,852.00
Claims			
Medical Claims	48,909.99	118,724.94	167,634.93
RX Claims	32,404.36	53,134.54	85,538.90
Total for Claims	81,314.35	171,859.48	\$253,173.83
Contractual Services - Windsor			
Dues & Subscriptions - Quickbooks	3,000.00	3,000.00	6,000.00
	57.50	115.00	172.50
Total for Expenses	90,797.85	181,400.48	\$272,198.33
Net Operating Income	112,242.56	547,476.48	\$659,719.04
Other Income			
Other Expenses			
Net Other Income			
Net Income	112,242.56	547,476.48	\$659,719.04