



## **City of Avondale**

### Employee Benefit Trust Board Meeting

#### **Board Members**

Maria Aguilar, Board Member

Elvira Dye, Board Member

Natosha Edmonds, Board Member

Lisa Haid, Board Member

Ronald Martin, Board Member

Joanne Spina, Board Member

Vacant, Board Member

#### **Human Resources Department**

Ted Flores, Interim Director

Keely Farrow, Sr. Management Analyst



# Employee Benefit Trust Board Meeting Notice & Agenda Thursday, June 18, 2026

**MESQUITE CONFERENCE ROOM | 11465 WEST CIVIC CENTER DRIVE | AVONDALE AZ, 85323**

---

Request to Speak: Anyone wishing to speak regarding items listed on the agenda or under unscheduled public appearance should submit a Request to Speak online at <http://www.avondaleaz.gov/requesttospeak> prior to consideration of that agenda item.

---

## **REGULAR MEETING 10:00 AM**

*Physical access to the conference room will be available 30 minutes prior to the meeting.*

### **1. CALL TO ORDER BY CHAIR**

### **2. ROLL CALL BY THE STAFF LIAISON**

### **POSSIBLE EXECUTIVE SESSION**

Pursuant to A.R.S. Section 38-431.03(A), the Board may vote to convene in executive session to discuss or consider personnel matters, confidential records exempt by law from public inspection, and/or to consult with the Board's attorney for legal advice and to consider the Board's position and to instruct the Board's attorney regarding its position in contemplated litigation regarding any item on the agenda. The Board will take action in open session.

### **3. UNSCHEDULED PUBLIC APPEARANCES** (Time is limited per person. Please state your name.)

### **4. MINUTES**

The Board will consider the approval of the March 19, 2026 meeting minutes. The Board will take appropriate action.

### **5. SELECT OF CHAIR AND VICE CHAIR**

The Board will consider the selection of a Chair and Vice Chair. The selected individual will serve through the end of their terms. The Board will take appropriate action.

### **6. CITY OF AVONDALE HEALTH PLAN**

The Board will receive an overview of medical plans and claims facilitated by Brown & Brown. This item is for discussion only.

### **7. REVIEW OF TRUST AGREEMENT DELEGATION AUTHORITIES**

The Board will review and discuss the Trust Agreement provisions authorizing the Board to delegate administrative and operational functions including the following. This item is for discussion only.

- Article V, Section 5.02(a)
- Article V, Section 5.02(f)
- Article III, Section 3.01(g)
- Article V, Section 5.06
- Article VIII, Section 8.02
- Article V, Section 5.09

Staff to present summary of existing administrative practices and recommend formal delegation and ratification structure/method.

## **8. RATIFICATION OF DELEGATION OF ADMINISTRATIVE FUNCTION**

The Board will consider a request to ratify and formally delegate to designated City staff the authority to administer operational and fiduciary functions of the Trust as permitted under the Trust Agreement, including but not limited to the following. The Board will take appropriate action.

- Maintenance of Trust records and reporting
- Coordination of annual audits and accounting activities
- Administration of contracts and procurement activities related to employee benefit programs
- Execution of approved banking, investment, and depository activities in coordination with the City's Budget and Finance Director
- Oversight and administration of self-funded claims processing through authorized third-party administrators
- Administration of routine benefit program operations consistent with Board-approved policies and applicable law

Further authorize staff to carry out these responsibilities under the supervision and policy direction of the Trust Board. It should be noted that under delegation of fiduciary functions, the Board remains ultimately responsible for the operational and fiduciary functions as delegated. Thus, ongoing oversight is still recommended.

## **9. RATIFICATION OF DELEGATION OF CLAIMS ADMINISTRATIVE**

The Board will consider a request to ratify delegation authority to the contracted Third-Party Administrator and designated City staff for the administration and payment processing of self-funded claims including authority for authorized representatives to execute checks, drafts, and vouchers associated with approved claims and administrative fee payments as permitted under Article V, Section 5.09. The Board will take appropriate action.

## **10. RATIFICATION OF DELEGATION OF SETTLEMENT AUTHORITY**

The Board will consider a request to authorize designated staff and contracted designees, as appropriate, to negotiate, compromise, and settle disputed benefits claims and controversies in accordance with Article VIII, Section 8.02 of the Trust Agreement, provided that no settlement shall authorize benefits not otherwise covered under the applicable plan documents, policies, or programs. The Board will take appropriate action.

## **11. RATIFICATION OF INVESTMENT AND DEPOSITORY ADMINISTRATION**

Board will consider a request to ratify delegation authority to the City's Budget and Finance Director for investment and depository administration of Trust funds consistent with Article V, Section 5.06, Arizona law, and investment selections approved by the City Governing Board. The Board will take appropriate action.

## **12. DIRECTION FOR DOCUMENTATION AND IMPLEMENTATION**

Board will consider a request to direct staff to prepare and maintain written delegation records, administrative procedures, and any necessary resolutions or internal controls necessary to implement the delegated authorities approved by the Trust Board. It should once again be noted that under delegation of fiduciary functions, the Board remains ultimately responsible for the operational and fiduciary functions as delegated. Thus, ongoing oversight is still recommended. The Board will take appropriate action.

## **13. ADJOURNMENT**

---

Individuals with special accessibility needs, including sight or hearing impaired, large print, or interpreter, should contact the City Clerk at 623-333-1000 or TDD 623-333-0010 at least two business days prior to the meeting.

Personas con necesidades especiales de accesibilidad, incluyendo personas con impedimentos de vista o oído, o con necesidad de impresión grande o intérprete, deben comunicarse con la Secretaria de la Ciudad al 623-333-1000 o TDD 623-333-0010 al mínimo dos días hábiles antes de la junta.