

**State and School Employees' Life and Health Insurance Plan  
Health Insurance Management Board  
Regular Monthly Meeting  
January 27, 2016**

The regular monthly meeting of the State and School Employees Health Insurance Management Board convened on Wednesday, January 27, 2016, in Room 139 in the Woolfolk Building located at 501 North West Street in Jackson, Mississippi, at 9:00 a.m. The presiding officer was Mr. Kevin J. Upchurch, Chairman of the Board. A quorum was present.

**Members Present:**

Voting

Mr. Kevin Upchurch  
Mr. Mike Chaney (*Represented by Designee, Mr. Bob Williams*)  
Mr. Christopher Burkhalter  
Mr. Larry Fortenberry  
Ms. DeAnne Mosley  
Mr. Liles Williams

Non-Voting

**Members Absent:**

Dr. Glenn Boyce ( <i>Represented by Ms. Susan Erickson</i> )	The Honorable Gary Chism
Dr. Andrea Mayfield ( <i>Represented by Ms. Deborah Gilbert</i> )	The Honorable Herb Frierson
Ms. Pat Robertson	The Honorable Eugene Clarke
Dr. Carey Wright ( <i>Represented by Ms. Gracie Sanders</i> )	The Honorable Videt Carmichael

**Department of Finance and Administration Staff Present:**

Mr. Richard Self  
Mr. Steve May  
Ms. Amanda Murphy  
Ms. Terri Ashley  
Ms. Julia Bryan  
Mr. Chris Shaman

**Call to Order**

The meeting was chaired and called to order by Mr. Kevin J. Upchurch, Chairman of the Board, who opened the meeting with prayer. Chairman Upchurch announced that Governor Phil Bryant has reappointed Larry Fortenberry and Chris Burkhalter to serve on the State and School Employees Health Insurance Management Board. Chairman Upchurch expressed his appreciation to Mr. Fortenberry and Mr. Burkhalter for their past service, and thanked them for their willingness to continue serving on the Board.

Chairman Upchurch recognized and welcomed two new staff members in the Office of Insurance, Ms. Julia Bryan, Director of Special Projects, and Ms. Terri Ashley, Director of Compliance and Audit.

### **Approval of the Minutes of the Regular Meeting on November 18, 2015**

The minutes of the Board's regular monthly meeting of November 18, 2015, were provided to all Board members for their review prior to the meeting. A motion was made by Mr. Bob Williams for the Board to approve the minutes as presented. Ms. DeAnne Mosley seconded the motion. The motion passed by a 6 – 0 vote, with members Burkhalter, Fortenberry, Mosley, Upchurch, Bob Williams, and Liles Williams voting affirmatively.

### **Election of Vice-Chairman**

Chairman Upchurch advised that election of a vice-chairman was in order. A motion was made by Mr. Larry Fortenberry to elect Mr. Christopher Burkhalter as Vice-Chairman to the State and School Employees Health Insurance Management Board. Mr. Bob Williams seconded the motion. The motion passed by a 6 – 0 vote, with members Burkhalter, Fortenberry, Mosley, Upchurch, B. Williams, and L. Williams voting affirmatively.

### **Approval of Financial Audit Services Contract Renewal**

Chairman Upchurch recognized Richard Self, State Insurance Administrator for the Office of Insurance, who advised that the Board's contract with BKD, LLP for financial audit services which began on August 25, 2011, will expire on August 24, 2016. Mr. Self stated that the Office of the State Auditor (OSA) had recently advised that due to limited staffing they would not be resuming responsibility for conducting this audit, and that the Board should continue with procuring these services from an outside independent certified public accounting (CPA) firm. Mr. Self stated that staff recommends that the Board issue a request for proposals for these services.

A motion was made by Mr. Fortenberry that the Board approve the release of a request for proposals for financial audit services. Mr. Burkhalter seconded the motion. The motion passed by a 6 – 0 vote, with members Burkhalter, Fortenberry, Mosley, Upchurch, B. Williams, and L. Williams voting affirmatively.

Chairman Upchurch appointed Mr. Larry Fortenberry, Ms. Pat Robertson, and also named himself to serve on the subcommittee for the Financial Audit Services procurement process.

### **Financial Statements**

Chairman Upchurch recognized Mr. Steve May, Director of Accounting and Analysis with the Office of Insurance, who briefly reviewed the financial statements for the State and School Employees' Life and Health Insurance Plan for the months of November and December 2015. Copies of the financial statements were provided to Board members for their review prior to the meeting.

### **General Schedule**

Chairman Upchurch recognized Mr. Self who reviewed the schedule of major activities and actions to be taken by the Board for the next several months.

### **Old Business**

There was no old business for the Board to consider.

### **New Business**

There was no new business for the Board to consider.

### **Adjournment**

Chairman Upchurch announced that the next regular meeting of the State and School Employees Health Insurance Management Board is scheduled for 9:00 a.m., on Wednesday, February 24, 2016, in Room 139, located at the Woolfolk Building.

As there was no further business, the meeting was adjourned at 9:23 a.m.



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Kevin J. Upchurch  
Chairman  
State and School Employees Health Insurance Management Board