

**Senate Benefits and Welfare Committee  
University of Pittsburgh  
Minutes of February 11, 2014**

**9:00-10:30am, 430 Salk Hall (Dean's Conference Room)**

**Attendees:**

**Attendees: Elected** - Roger Flynn, Irene Kane, Angie Riccelli, Sandra Founds, Eleanor Schwarz, Sachin Velankar, Linda Tashbook

**Appointed:** Carey Balaban, Elizabeth Bilodeau, Ron Frisch, R. Donald Hoffman, John Kozar, Harvey Wolfe

**Absent:** Lucy Cotter, Colleen Culley, Rachel Fusco, Belinda McQuaide, Alan Meisel, Jane Elizabeth Richey, Anna Roman, Sowmya Sanapala,

**Invited guests:** Lori Carnvale, Diana Heredia, Val Jamison, Marty Levine, Jennifer Mihelcic

**Guest Speaker:** Diana Heredia, Sr. Account Executive, assist america®

<b>Topic</b>	<b>Discussion</b>	<b>Action to be Taken</b>
Call to Order 9:02am	Approval of minutes: Motion to approve made by Roger Flynn and seconded by Elizabeth Bilodeau.	Minutes approved as circulated.
Committee Business          John Kozar	Discussion ensued relative to Benefits and Welfare Committee members informing the faculty and staff in their respective disciplines of the benefits offered by the University. A possible option would be a 15 minute presentation each month at faculty/department meeting reviewing benefit topics discussed during the monthly Benefits and Welfare Committee meeting.  Verbal instructions were provided by John Kozar on how to print the wallet Assist America card: 1.) Go to my.pitt.edu 2. Login with your user name and password 3. Click My Resources tab and scroll to bottom to click on UPMC Health Plan. 4. Click My Health and the authentication process occurs and brings up one's account. Click MyHealthOnline. 5. Click on Self-Service Tools and finally 6. Click on "I want to print" This allows one to print the Assist America wallet card. John Kozar's office will forward	Informational          Detailed instructions on how to access the Assist America wallet card will be emailed to members

	<p>step-by-step access to Assist America in PDF format to Angie and she will forward via email to the B &amp; W Committee members.</p> <p>The Benefits web site also provides information on travel assistance and a brochure on college students away from home.</p>	
Benefits Office Report (J. Kozar)	<p>John provided a prototype summary packet based on information presented last month by Aetna to possibly circulate to faculty and staff in each committee member's respective department. Members were asked to review the packet and provide feedback.</p> <p>The Benefits Office has coordinated individualized financial planning sessions with TIAA-CREF. John provided an information sheet outlining this outreach program that can be circulated to faculty and staff in schools within the University. It was suggested that the Benefits and Welfare Committee letterhead be included on this informational page. The revised copy will be emailed to the members for review and distribution within the respective schools.</p> <p>Mailing/emailing benefits information directly to faculty and staff versus offering one-on-one services or group presentation was addressed. John mentioned that a previous study revealed that one-on-one services or group presentations are utilized more than written information that is received. The suggestion was made to offer outreach programs during such times as spring break.</p>	Draft of the TIAA-CREF outreach program offering was distributed for review and feedback requested.
<b>Topic</b>	<b>Discussion</b>	<b>Action to be Taken</b>
Valerie Jamison  Diana Heredia Assist America	<p>Introduction of Assist America presentation.</p> <p>Assist America, Inc. has been working with the University of Pittsburgh for 14 years. Assist America is a provider of global emergency medical services. The company provides emergency travel assistance through employee benefits. The Operations Centers are open 24 hours a day, 7 days a week and are staffed by experienced, knowledgeable, multilingual emergency certified (911 emergency Dispatch Certified) medical assistance professionals.</p>	Informational

Eligibility: Any faculty or staff who carries UPMC Health Plan, is traveling more than 100 miles from home for less than 90 days or is traveling in a foreign country for less than 90 days is covered by Assist America. Children and spouses carried under UPMC plan are also covered. This travel includes business as well as pleasure.

Assist America provides medical and non-medical services:

- Medical services: offers immediate medical consultations, referrals, admission to a qualified hospital and many other services.
- Non-medical services: when assistance is required for replacing prescriptions that have been left behind or arranging for compassionate visit by someone you love.

UPMC Health Plan covers these services under the members' plan without billing. If hospitalization occurs, Assist American contacts UPMC to set up payment.

When a medical emergency occurs while one is out of town, it is best to contact Assist American immediately in order to start the process. Assist American can verify that facilities are appropriate and assist in travel arrangements for family members.

Additional Information:

- The Assist America website offers tips for traveling out of the country such as required immunizations for each county.
- There are no geographical or territorial exclusions even with countries of unrest. Assist America does not exclude alcohol- related injuries or suicide. Some exclusion does apply.
- Expatriate coverage is offered for trips exceeding 90 days at a minimal charge.
- Assist American offers a free APP for iPhones and Android phones

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Traveling on business and need immunizations was discussed. UPMC has an office downtown on 6<sup>th</sup> Avenue that provides immunizations specifically to large businesses. The downtown office has a wider range of immunizations available than the Allegheny Department of Health Currently employees have to pay the cost out of pocket and then submit for reimbursement if they are traveling on business.

John Kozar& Valerie  
Jamison

	Members that need an immunization while traveling for any personal reasons will be responsible for the expense.	
Unfinished Business	<p>Mental Health services- committee discussed consideration on how to best inform the University community of benefits provided; e.g., free law clinic to help individuals apply for disability benefits. .Another suggestion was developing a booklet or presentation on Dental School on clinical services available for individuals with special needs.</p> <p>Topic for next year's consideration and implementation.</p> <p>Ultimate goal is to design brochures on resources available at the University that provide Mental Health Services, Special Needs Facilities, and dealing with Substance Abuse.</p>	Add to next year's agenda
Adjournment	Meeting was adjourned at 10:20am	