



ASEA/AFSCME Local 52 Health Benefits Trust

111 W. Cataldo, Suite 220, Spokane, WA 99201 • 866-553-8206 (toll-free)
509-328-0300 • Fax: 509-328-8623 • www.aseahealth.org

ASEA Health Benefits Trust - Board of Trustees Notice of Nominations for a Special Election 2022

Trustee Nominations

The Board of Trustees held a Trustee election in the fall of 2021 to fill a vacant position for the Southeast Region. There were no nominations received. The Board will hold a special election to fill this vacant position and is soliciting nominations at this time.

Candidate Requirements

To be considered for election to the Board of Trustees, an individual must be:

- An ASEA/AFSCME Local 52 member in good standing
- An ASEA/AFSCME Local 52 Health Benefits Trust member
- An employee of the State of Alaska in the General Government Unit whose status is any of the following: full-time, part-time, seasonal, on leave of absence, or on layoff

The official workstation for a Southeast Region Trustee candidate must be within the City and Borough of Juneau.

Trustee Responsibilities

The position of Trustee is serious, time consuming and uncompensated. The term of office is four (4) years. Nominees must be willing to participate in the responsibilities outlined below:

The Board of Trustees responsibilities include, but are not limited to,

- Administration of the plan of benefits
- Administration of the Trust Fund assets solely in the interest of the participants and their beneficiaries

- Compliance with Internal Revenue Code and other applicable laws
- Payment of current benefits and reasonable and prudent expenses necessary to manage the Trust
- The investment of contributions and other income not required for the payment of benefits or expenses

The Board of Trustees owe a fiduciary duty to the participants and beneficiaries of this Trust and by law, all investment decisions must comply with Internal Revenue Code and the prudent investor rule.

Trustees should expect to attend approximately four (4) two-day board meetings and one (1) three-day board meeting per year. Most meetings are held in Anchorage. Subject to approval by the ASEA Executive Director, Trustees receive union release time and/or ASEA Business Leave for work time needed to attend Trust meetings. Trustees are reimbursed by the Health Trust for reasonable travel expenses, defined in Trust policies, for travel necessary to carry out their responsibilities. Trustees should expect to spend additional time on teleconference meetings, committee assignments, and reviewing written materials in preparation for assignments and meetings.

You can read more about Trustee responsibilities on the Health Trust website at aseahealth.org: click "More" from the navigation button at the top of the home page and then scroll down to "Running for Trustee".

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Submitting a Nomination Petition

There are two ways to obtain an Information Packet:

1. Contact the Trust Administrator by phone: 866-553-8206 or send a request through "Contact Us" on the website at aseahealth.org.
2. Go to the Health Trust website: aseahealth.org and click on "More" from the navigation bar at the top of the website homepage, then "Running for Trustee" and print out the appropriate documents listed under "Interested in Becoming a Trustee?"

A complete Nomination Petition must include the following completed and signed documents to show that he/she has read, understands and consents to them:

- Trustee Application (signature required)
- Trustee Responsibilities Overview (signature required)
- Trustee Agreement (signature required)

A complete Nomination Petition must also include a Statement of Qualifications (up to 450 words): In accordance with election criteria established in the Trust Agreement, Amended and Restated March 28, 2019, a Statement of Qualifications should be limited to information on the Nominee's credentials for the position of Trustee, taking into consideration the individuals' knowledge of employee benefits issues, special training pertaining to benefit plans and/or fiduciary responsibility and other unique qualifications, training, or knowledge. Each candidate's Statement of Qualifications will be included on the website ballot and with mailed paper ballots.

An optional photo may also be submitted to be included on the website ballot:

- Submit a digital photo saved in a JPEG (jpg) file format
- Photo should be a head shot
- Equipment should be set to the largest photo size
- Photos should be sent via email

The Trust will accept Nomination Petitions by mail, fax or by attaching it to a message through "Contact Us" at www.aseahealth.org. Fax submissions must include a cover sheet stating "Attention: Trust Administrator".

ASEA/AFSCME Local 52 Health Benefits Trust

Attention: Board of Trustees

111 W. Cataldo, Suite 220 • Spokane, WA 99201

Phone: 866-553-8206 (toll free) • Fax: 509-323-7614

The deadline to submit nominations is 5:00 PM, AKDT on Friday February 4, 2022.

The ASEA/AFSCME Local 52 Health Benefits Trust is not responsible for any failure of telecommunications, technology or equipment. Regardless of the method of submission, candidates are encouraged to call the Trust Administrator prior to the deadline to confirm that their documents were received.

Election Period

Online Voting: Beginning February 14, 2022 members can log in to the secure section of the ASEA Health Trust website, aseahealth.org, to vote. Not a registered member on the website yet? It's simple, quick and can be done at any time. If you would prefer a paper ballot, contact the election monitor, Sramek-Hightower CPA at 907-677-3320.

The election will close at 5:00 PM AKDT on March 15, 2022. The votes will be tallied on March 16, 2022 and the results will be posted to the ASEA Health Trust website.

Online and paper ballots will only be available to ASEA members in good standing.

The winner of this Trustee election is the candidate receiving the majority of votes cast in the election. In an election with 3 or more candidates, the candidate receiving the most number of votes will be declared the winner, provided that candidate receives at least 40% of the valid ballots cast. If no candidate received at least 40% of the valid ballots cast, a runoff election will be held between the two candidates with the most number of votes. If only one nomination is received for an elected Trustee position, and if the nominee is determined to be eligible, the Board will declare that nominee as elected. No write-in candidates will be permitted. The terms for this Trustee position will take effect following action by the Board.