



RCAB Benefits Department Contact List

Main Line: (617) 746-5640 | Email: benefits@rcab.org | Fax #: (617) 779-4567

Alissa Ruzanski – Benefits Coordinator

Direct Dial: (617) 746-5643 • Email: aruzanski@rcab.org

- Assistance for employees or administrators with MyEnroll
- Updates to BAS/MyEnroll access
- HRA/HSA/HealthEquity/AHealthyMe account issues
- Confirmation of Medical/Dental coverage/request for new ID cards

Clare Florentino – Benefits Specialist

Direct Dial: (617) 746-5648 • Email: clare_florentino@rcab.org

- Medicare Primary Payer program

Kara Lavertu – Wellness & Wellbeing Manager

Direct Dial: (617) 746-5642 • Email: klavertu@rcab.org

- Wellness program
 - WellRight Challenges
 - BlueCross AHealthyMe
 - HRA/HSA account operational issues
 - Wellness Champions
 - On-site health/wellness modules
 - Wellness Rewards
- Livongo, Omada, Learn to Live, SmartShopper

Nancy Clifton – Benefits Consultant

Direct Dial: (617) 746.5665 • Email: clifton_n@rcab.org

- 401(k) Plan issues, including automatic enrollment
- ACA Compliance / benefit-eligibility reviews
- Multiple Location Employees (MLEs)
- Long-Term Disability and Life Insurance claims
- Former employees converting Life Insurance policies to private policies
- HIRD filings

Tammy Whitaker - Temporary Payroll Implementation Specialist

Direct Dial: (617) 746.5664 • Email: twhitaker@rcab.org

- Payroll Transition from PrimePay to New Vendor
- Employee changes in Medical & Dental coverage outside of Open Enrollment (Life Events)

Kerri Shorter – Human Capital and Systems Manager

Direct Dial: (617) 746.5671 • Email: kshorter@rcab.org

- Requests to begin monthly Pension payments
- Parish Mergers
- ACA Compliance / benefit-eligibility reviews
- BAS billing questions
- BAS/MyEnroll training
- HealthEquity HRA/HSA/FSA account issues
- Enrollment in Medical & Dental after employment/eligibility ends (Continuation of Coverage)

Donna Ynaya Porter - Director

Direct Dial: (617) 746-5641 • Email: dporter@rcab.org

- Policy or Plan-level issues – all Plans, except Pension
- Escalation for issues listed above
- General benefit eligibility, coverage, or claims questions/issues

Carol Gustavson – Plan Administrator

Direct Dial: (617) 746-5830 • Email: cgustavson@rcab.org

- Policy or Plan-level issues – all Plans

Human Resources Issues

- Transition Assistance Program (TAP)/MA Unemployment questions: **(617) 779-3886 • Email: hr@rcab.org**
- Paid time off (sick, vacation, personal, holiday, etc.): **(617) 746-5825 • Email: hr@rcab.org**