



RCAB Benefits Department Contact List

Main Line: (617) 746-5640 Email: benefits@rcab.org Fax #: (617) 779-4567 PrimePay: (888) 697-0021

Dianne Masefield – Benefits Coordinator

Direct Dial: (617) 746-5662 • Email: dmasefield@rcab.org

- General benefit eligibility, coverage, or claims questions/issues
- Employee changes in Medical & Dental coverage outside of Open Enrollment (Life Events)
- Enrollment in Medical & Dental after employment/eligibility ends (Continuation of Coverage)
- Assistance for employees or administrators with MyEnroll
- Long-Term Disability and Life Insurance claims
- Former employees converting Life Insurance policies to private policies
- Requests to begin monthly Pension payments

Amanda Gately – Benefits Associate

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

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

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
- Livongo

Nancy Clifton – Benefits Consultant

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

- 401(k) Plan PrimePay issues, including automatic enrollment
- ACA Compliance / benefit-eligibility reviews

Kerri Shorter – Benefits/HCM Manager

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

- Parish Mergers
- ACA Compliance / benefit-eligibility reviews
- BAS billing questions
- PrimePay system issues + PrimePay & BAS/MyEnroll training
- HIRD filings

Donna Y. 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
- Medicare Primary Payer program

Carol Gustavson – Plan Administrator

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

- Policy or Plan-level issues – all Plans, including Pension

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