

MENDOCINO COUNTY
HEALTH BENEFITS COMMITTEE
BY-LAWS

Authority and Purpose

- A. Authority: By authority of the Chief Executive Officer the Health Benefits Committee is hereby created. These Bylaws are adopted to set forth the rules, which shall govern the Health Benefits Committee, hereinafter referred to as the Committee. The County Board of Supervisors acknowledges that the Health Benefits Committee is a Chief Executive Officer created Committee.
- B. Purpose: The purpose of these Bylaws is to establish the membership and procedures for operation of the Committee.
- C. Mission: The Mission of the Committee is to facilitate the provision of high quality and affordable health benefits for County employees and their eligible dependents, build a foundation for an effective health care program that encourages wellness through healthy lifestyle, includes features that provide the best value for cost in the health care plan design, relies upon a combination of incentives for patients and providers in making health care decisions and gain employee understanding and endorsement of the program.
- D. Value: It is the goal of this Committee to function cooperatively in a spirit of consensus to achieve the stated mission. The Committee will explore concepts and alternatives for plan designs for the County's health care plans.

Organization and Administration

A. Responsibilities of the Health Benefits Committee:

- 1. Appeals: The Committee shall consider the legitimacy of, hear, as appropriate, and make final decisions on appeals that do not contain Private Health Information according to HIPAA guidelines. The Committee hears these appeals after the Plan Administrator has ruled on the appeal.
- 2. Advisory: The Committee shall make recommendations to the Board of Supervisors through the HR Director and/or Chief Executive Officer or designee relative to amendments to the Plan, changes in its administration, or implementation of alternative health plans as may be appropriate based upon deliberations by the Committee. The Committee will brain storm, evaluate and recommend health care strategies; participate in educating other County employees about health care options; and help build consensus on a health care strategy. The Committee will also have a major role in advising the Board of Supervisors through the Chief Executive Officer or designee on selecting any (TPA's) that may be needed; writing the formal Request for Proposal (RFP) (defining objective, scope, method, service description, provider qualifications,

selection procedure, selection criteria); conducting the selection; and presenting the final choice to the Board of Supervisors through the Chief executive Officer or designee as well as other employees.

3. Financial Review: The Committee shall review the financial status of the Health Trust Fund, including actuarial and risk management analysis and recommendations, and take this information into consideration as it makes recommendations to the Board of Supervisors through the and/or Chief Executive Officer or designee regarding defined benefit design and network selections.
- B. Membership of the Committee: Each of the following bargaining units shall appoint a representative to serve on the Committee. The length of service by such members shall continue u upon the bargaining unit changes its representatives. The Committee shall be comprised of the following voting members:
- One representative from each of the following bargaining units: DSA, SEIU, PAA, MCPEA, MCLEMA, Department Heads, Management, Confidential, and Elected/Exempt.

If the designated representative is unable to attend, each bargaining unit may select a voting alternate to take their place.

Non-Voting Staff to the Committee:

- Benefits Staff
- Human Resources Director or designee.
- County Executive Officer or designee.
- EAP
- Wellness

- C. Chairperson: The Committee shall elect a Chairperson at their first meeting in January to serve a term of 1 year.
- D. Meetings: The Committee shall hold meetings bi-monthly on odd numbered months at a time and place coordinated by the HR Director. The Committee members themselves, business representatives of the employee organizations, and Committee staff may attend all meetings. Other individuals may attend subject to the approval of the HR Director and Chairperson.
- E. Meeting Facilitator: The HR Director shall facilitate the Committee meeting in the absence of the Chairperson, and, in addition, shall prepare and distribute agendas for the Committee, and prepare, distribute minutes and other official documents of the Committee. In addition, the HR Director shall furnish staff for the Committee, and make available appropriate consulting and other resources sufficient to permit efficient operation of the Committee. The HR Director shall in addition receive and transmit all correspondence to the attention of the Committee. The HR Director shall make recommendations to the Committee as appropriate to facilitate the normal operation and

administration of the Plan, as well as recommendations to the Committee for any such amendments to the Plan as he or she deems appropriate.

- F. Private Deliberations: The Committee, when conducting review of appeals, may restrict attendances to those individuals who are party to the appeal and his or her representatives, as appropriate. In addition, the Committee, while deliberating upon information presented in connection with an appeal, shall exclude all individuals other than the members of the Committee and staff. The Committee will not hear appeals, which contain Private Health Information per HIPAA Regulations.
- G. Quorum: Five members of the Committee shall constitute a quorum for the transaction of business. The Committee shall take no formal action unless it is adopted by the concurring votes of a majority of those present constituting a quorum in any meeting. When ruling on an appeal a majority vote of those members present and constituting a quorum is required to overturn or modify a previous determination by the HR Director. When recommending a change in benefits to the Board of Supervisors through the HR Director and/or Chief Executive Officer or designee a majority vote of those members present and constituting a quorum is required, however, in the event that one or more members of the Committee oppose such a recommendation, the Committee shall cause its report and recommendation to reflect the majority and minority opinions.
- H. Communications: Communications and requests to the Committee shall be in writing. The substance of each request and the action of the Committee shall be recorded in the minutes. Communications to the Committee shall be directed to: HR Director, Human Resources, 579 Low Gap Road, Ukiah, CA 95482.
- I. Minutes: The Committee shall maintain minutes of all its meetings including appeals. All decisions, recommendations, rulings on appeals, and findings of fact shall be entered in the Committee's minutes, and available in the Benefits Division of the Human Resources Department for a minimum of 3 years.
- J. Dissolution of the Committee: The Committee shall continue with its mission and goals until such time as the Chief Executive Officer/or designee, in consultation with the Human Resources Director and Board of Supervisors, determines otherwise.