

MENDOCINO COUNTY
RETIREMENT HEALTH BENEFITS COMMITTEE
BY-LAWS

Authority and Purpose

- A. Authority: By authority of the County Executive Officer the Retirement Health Benefits Committee is hereby created. These Bylaws are adopted to set forth the rules, which shall govern the Retirement Health Benefits Committee, hereinafter referred to as the Committee. The County Board of Supervisors acknowledges that the Retirement Health Benefits Committee is a County 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 provisions of high quality and affordable health benefits for County Retiree's and their eligible dependents. To build a foundation for an effective health care program and gain retiree understanding and endorsement of the program. An "effective health care program" encourages wellness through healthy lifestyle, includes features that provide the best value for cost in the health care plan design, and relies upon a combination of incentives for patients and providers in making health care decisions.

- 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 design for the County Retiree health care plan. The Committee will brain storm, evaluate and recommend health care strategies; participate in educating other County Retiree's 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 Benefits Manager and/or County Executive Officer 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 Benefits Manager and/or County Executive Officer as well as other retirees.

Organization and Administration

A. Responsibilities of the Retirement Health Plan Committee:

- 1. Advisory: The Committee shall make recommendations to the Board of Supervisors through the Benefits Manager and/or County Executive Officer 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.

2. Financial Review: The Committee shall review the financial status of the Retirement Health Plan, including actuarial and health benefits administration analysis and recommendations, and take this information into consideration as it makes recommendations to the Board of Supervisors through the Benefits Manager and/or County Executive Officer regarding defined benefit design and network selections.
- B. Membership of the Committee: The Committee will be comprised of the following:
- 3 Voting Members from the Retirement Board; and
 - 1 Non-Voting Member from AMCRE.

The length of service by such members shall continue until such time as the Retirement Board or AMCRE elect a new member.

Staff to the Committee are as follows:

- Benefits Manager or designee.
- Retirement Benefits Specialist or designee.

- C. Chairperson: The Committee shall elect a Chairperson at their first meeting to serve a term of 1 year.
- D. Meetings: The Committee shall hold meetings at a time and place coordinated by the Human Resources Department. All meetings may be attended by the Committee members themselves, business representatives of their represented organizations, and Committee staff. Other individuals may attend subject to the approval of the Benefits Manager and Chairperson.
- E. Meeting Facilitator: The Benefits Manager, or designee 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 Benefits Manager shall furnish staff for the Committee, and make available appropriate consulting and other resources sufficient to permit efficient operation of the Committee. The Benefits Manager shall in addition receive and transmit all correspondence to the attention of the Committee. The Benefits Manager 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. Quorum: Two 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 recommending a change in benefits to the Board of Supervisors through the Benefits Manager and/or County Executive Officer 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.

- G. 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: Human Resources, 579 Low Gap Road, Ukiah, CA 95482.
- H. Minutes: The Committee shall maintain minutes of all its meetings. All decisions, recommendations, and findings of fact shall be entered in the Committee's minutes, and available in the Human Resources office for a minimum of 3 years.
- I. Dissolution of the Committee: The Committee shall continue with its mission and goals until such time as the County Executive Officer, in consultation with the Benefits Manager and Board of Supervisors, determines otherwise.