



VCPFA BOARD OF DIRECTORS' POLICY

No. 907

CHARTER, BENEFITS COMMITTEE

MISSION

The mission of the Benefits Committee shall be to secure health and financial benefits for VCPFA members, active and retired. Through research and rate negotiation the Benefits Committee is charged with acquiring premium benefit packages and plans that meet the diverse needs of the membership at a fair cost. The Benefits Committee furthermore exists to serve as an advocate and resource for VCPFA members navigating the State Workers' Compensation process.

COMPOSITION AND ORGANIZATION

The Benefits Committee shall be comprised of at least three members appointed by the VCPFA President, two of whom shall be the Association Office Manager and the Vice President, Benefits who shall also chair the committee. In accordance with the VCPFA Bylaws the President shall be an ex-officio member of the committee. The President should appoint a sufficient number of committee members to successfully accomplish the mission set forth in this charter.

Committee members shall be allowed to serve on the committee until such time that they voluntarily withdraw their name or when, for good cause, the President revokes an individual appointment to the committee.

Directors of the VCPFA are encouraged to recruit such general members who may have a skill, knowledge base or interest in fulfilling the mission of this committee. Such recruited members shall be presented for consideration by the President at duly noticed Board of Directors meeting.

A quorum shall exist when a majority of committee members are present at duly announced meeting.

AUTHORITY AND RESPONSIBILITY

This committee is established as a standing committee through Board action in accordance with Article 5 Section 4 of the VCPFA Bylaws and thus is subordinate to the VCPFA Board of Directors.

The responsibilities of the Benefits Committee shall be as follows:

- Administer the Association sponsored health care plan and conduct an ongoing review of the plans and their design.
- Maintain active participation on the joint management/labor health care cost containment committee.
- Oversee the maintenance of the financial books related to Associated sponsored health care plans and yield access of those books to the District for audit.
- Coordinate with the District Human Resources Bureau to share information related to health care and dental premiums including current health care contracts and benefit summaries.
- Submit, annually, a detailed report of the benefits provided under the Association's healthcare plan to the County Director- Human Resources for review and approval.
- Update and advise the VCPFA Board of Directors with information related to ongoing medical plan assessments; benefits research and negotiations; as well as plan administration.
- Recommend benefits products of potential value to the membership.
- Provide service to and advocacy for VCPFA Members regarding VCPFA sponsored or endorsed benefit plans and in claiming Workers' Compensation Benefits.

MEETINGS

The Benefits Committee shall meet as often as reasonably necessary to accomplish the mission and fulfill the responsibilities herein. Given the nature of the 56-hour shift work schedule of most VCPFA members the Chair of the Benefits Committee may elect to hold committee meetings via teleconference, webinar or other practical means which affords at least quorum of committee members the opportunity to convene at a pre-arranged date and time.

As necessary, the committee will meet in a joint session with other committees regarding items of concern to both committees.

COMMITTEE DOCUMENTATION

The committee shall produce or maintain documents related to the conduct of its official business including but not limited to the following:

- Plan benefit summaries
- Broker and Insurer Request for Proposals and contracts
- Committee meeting minutes
- Amendments to this charter
- Other administrative documents as necessary