

NOTICE OF MEETING

NOTICE OF POSSIBLE QUORUM / MEETING OF THE WILLIAMSON COUNTY COMMISSIONER'S COURT

Notice is hereby given that members of the Commissioner's Court of Williamson County, Texas, may assemble in numbers that constitute a quorum at a public meeting to be conducted / hosted by a quorum of the Williamson County Benefits Committee at the following location, date and time:

Date & Time: September 20, 2017 at 9:00 a.m.
Williamson County Inner Loop Annex
Human Resources Training Room
301 SE Inner Loop, Suite 108
Georgetown, Texas 78626

NOTICE OF POSSIBLE QUORUM OF WILLIAMSON COUNTY COMMISSIONERS COURT

Although the Williamson County Commissioners Court will take no action at the meeting, notice is hereby given, in accordance with the Texas Open Meetings Act, that a quorum of such members of the Williamson County Commissioners Court may be present at the meeting and such members may receive information from, give information to, ask questions of, or receive questions from any member of the Williamson County Benefits Committee or any third person, including an employee of Williamson County, about the public business or public policy over which the Williamson County Commissioners Court has supervision or control.

The Williamson County Benefits Committee will be conducting the Monthly Benefits Committee Meeting to discuss, deliberate, and take action upon the Williamson County Benefits Committee matters listed herein-below.

Agenda Items:

1. Roll Call.
2. Review and approval of minutes from the June 14, 2017, 9:00 a.m. Benefits Committee Meeting.
3. Discuss, consider and take appropriate action regarding Holmes Murphy Strategy:
 - a. RFP Stop Loss
 - b. High Claims Review and Holmes Murphy Financial Report

4. Discuss, consider and take appropriate action on the Williamson County Benefits Committee Bylaws.
5. Review the Human Resources Department Reports.
 - a. Financial Reports
 - b. Review 2018 Benefit Plan Highlights
 - c. Health & Wellness Expo 9/28

Next Meeting: November 1, 2017 9:00 a.m.

EXECUTIVE SESSION "The Williamson County Employee Benefits Committee reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultations with Attorney), 551.073 (Deliberations regarding Gifts and Donations), 551.074 (Personnel matters) and Section 551.0785 (Deliberations Involving Medical or Psychiatric Records of Individuals for a benefit from the plan; or a matter that includes a consideration of information in the medical or psychiatric records of any individual applicant for a benefit from the plan)."

Adjourn.

This notice of meeting was posted in the locked box located at the main entrance of the Inner Loop Annex, a place readily accessible to the general public at all times, on the 15th day of September, 2017 at 5:00 p.m. and remained posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Benefits Committee Meeting**2.****Meeting Date:** 09/20/2017**Submitted By:** Shelley Loughrey, Human
Resources**Department:** Human Resources

Information**Agenda Item**

Review and approval of minutes from the June 14, 2017, 9:00 a.m. Benefits Committee Meeting.

Background

AttachmentsBC Meeting Minutes 6/14/2017

Form ReviewForm Started By: Shelley Loughrey
Final Approval Date: 09/14/2017

Started On: 09/14/2017 04:26 PM

DRAFT

MEETING MINUTES

NOTICE OF POSSIBLE QUORUM / MEETING OF THE WILLIAMSON COUNTY COMMISSIONER'S COURT

Notice is hereby given that members of the Commissioner's Court of Williamson County, Texas, may assemble in numbers that constitute a quorum at a public meeting to be conducted / hosted by a quorum of the Williamson County Benefits Committee at the following location, date and time:

Date & Time: June 14, 2017, 9:00 a.m.
Williamson County Inner Loop Annex
Human Resources Training Room
301 SE Inner Loop, Suite 108
Georgetown, Texas 78626

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Although the Williamson County Commissioners Court will take no action at the meeting, notice is hereby given, in accordance with the Texas Open Meetings Act, that a quorum of such members of the Williamson County Commissioners Court may be present at the meeting and such members may receive information from, give information to, ask questions of, or receive questions from any member of the Williamson County Benefits Committee or any third person, including an employee of Williamson County, about the public business or public policy over which the Williamson County Commissioners Court has supervision or control.

The Williamson County Benefits Committee will be conducting the Monthly Benefits Committee Meeting to discuss, deliberate, and take action upon the Williamson County Benefits Committee matters listed herein-below.

Agenda Items:

1. Roll Call.

Present: John Sneed, Committee Chair
Dan A. Gattis, Committee Member
Jay Schade, Committee Member
James Carmona, Committee Member
John Teel, Committee Member
Cynthia Long, Committee Member

Absent: Terron Evertson, Committee Member

Others Present: Tara Raymore, Human Resources Director
Shelley Loughrey, Director of Benefits Administration
Julie Kiley, First Assistant County Auditor
Sally Goetz, Benefits Analyst
Suzanne Diaz, Benefits Specialist

2. Review and approval of minutes from the May 11/2017 2:00 p.m. Benefits Committee Meeting.

Motion by: Committee Member Jay Schade

Second: Committee Member James Carmona Motion to approve the February 11, 2017 Benefits Committee Minutes.

Aye: Committee Chair John Sneed
Committee Member Jay Schade
Committee Member James Carmona
Committee Member John Teel
Committee Member Cynthia Long
Other: Committee Member Dan A. Gattis (Absent)

3. Discuss, consider and take appropriate action regarding Holmes Murphy Strategy:
- Review and Approve Benefit Plan Design, Premiums and Wellness Incentives for 2018
 - Benefits Budget Review
 - Williamson County Plan Performance

Motion by: Committee Chair John Sneed

Second: Committee Member Jay Schade Motion to recommend to Commissioners Court all plan changes as discussed by the Holmes Murphy actuary.

Assumptions:

- Medical Starting Point R
- RX Starting Point 25.0%
- Medical Trend 7.6%
- RX Trend 11.6%

Plan Changes:

- Increase Specialists Copay from \$45 to \$55
- Increase Emergency Room Copay from 225 to \$300
- Prescription Minimums (\$10, \$40, \$75)
- Medial Vendor Change to United Healthcare (UHC)

Contributions:

- Employer contribution increase 5% from \$710.00 to \$745.50
- Employee contribution as shown (75%/25% enrollment)
- Enrollment to 75%/25%
- Increase Wellness Incentive Surcharge – Nicotine \$50 to \$100
- Increase Wellness Incentive Surcharge – HRA/Exam \$50 to \$100

Employee Contributions:

- PY 2017

<u>Med Plan</u>	<u>EE Only</u>	<u>EE+SP</u>	<u>EE+CH</u>	<u>EE+Fam</u>
Seton	\$ 30.00	\$ 95.00	\$ 85.00	\$180.00
Choice POS	\$218.52	\$314.65	\$263.17	\$382.76

- PY 2018 Proposal

<u>Med Plan</u>	<u>EE Only</u>	<u>EE+SP</u>	<u>EE+CH</u>	<u>EE+Fam</u>
Seton	\$ 50.00	\$200.00	\$105.00	\$210.00
Choice POS	\$195.00	\$325.00	\$250.00	\$375.00

- Dollar Increase

<u>Med Plan</u>	<u>EE Only</u>	<u>EE+SP</u>	<u>EE+CH</u>	<u>EE+Fam</u>
Seton	\$ 20.00	\$105.00	\$20.00	\$30.00
Choice POS	(\$23.52)	\$10.35	(\$13.17)	(\$7.76)

Aye: Committee Chair John Sneed

Committee Member Dan A. Gattis

Committee Member Jay Schade

Committee Member James Carmona

Committee Member John Teel

Committee Member Cynthia Long

4. Review the Human Resources Department Reports.
 - a. Financial Reports

5. Other Business as necessary:
 - a. Benefit Fair Scheduled September 28, 2017 - 9:00 a.m. - 3:00 p.m.

Next Meeting: September 20, 2017 9:00 a.m.

EXECUTIVE SESSION *"The Williamson County Employee Benefits Committee reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultations with Attorney), 551.073 (Deliberations regarding Gifts and Donations), 551.074 (Personnel matters) and Section 551.0785 (Deliberations Involving Medical or Psychiatric Records of Individuals for a benefit from the plan; or a matter that includes a consideration of information in the medical or psychiatric records of any individual applicant for a benefit from the plan)."*

Adjourn.

Minutes recorded by:

Sally Goetz

Date

Minutes reviewed by:

Shelley Loughrey

Date

Benefits Committee Meeting

4.

Meeting Date: 09/20/2017**Submitted By:** Shelley Loughrey, Human
Resources**Department:** Human Resources

Information**Agenda Item**

Discuss, consider and take appropriate action on the Williamson County Benefits Committee Bylaws.

Background

Attachments

Williamson County Benefits Committee Bylaws

Form Review

Form Started By: Shelley Loughrey
Final Approval Date: 09/14/2017

Started On: 09/14/2017 04:30 PM



Williamson County Benefits Committee Bylaws

Article I. Name

The name of this Committee shall be the Williamson County Benefits Committee.

Article II. Authority and Purpose

- A. Authority: By the authority of the Williamson County Commissioners Court under Chapter 172, Texas Local Government Code, the Williamson County Benefits Committee (“Committee”) was created on February 12, 1990.
- 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 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. Values: It is the goal of the Committee for the members to function cooperatively in a spirit of consensus to achieve the stated mission. The Committee will explore cost effective concepts and alternatives for plan designs for the County’s Benefits Plan.

Article III. Responsibilities and Membership

A. Responsibilities of the Committee:

- 1. Advisory: The Committee shall make recommendations to the Williamson County Commissioners Court relative to a Benefits Plan, amendments to the Benefits Plan, changes in its administration, or implementation of alternative benefit plans as may be appropriate based upon deliberations by the Committee of the following employee/retiree benefits (which may be collectively referred to herein as the “Benefits Plan”):
 - Medical/Vision Insurance
 - Dental Insurance
 - Life Insurance
 - Voluntary Insurance including Voluntary Life, Short Term and Long Term Disability

- FSA Medical/Dependent Care
 - Employee Assistance Program
 - Cafeteria Plan/Flexible Benefits Plan
 - Other topics as directed by the Williamson County Commissioners Court
- a. Benefit Strategy: The Committee will work with the approved Benefits Broker Consultant, Sr. Director of Human Resources and the Director of Benefits Administration to perform the following duties: research, evaluate and recommend benefit strategies and seek the most effective, affordable, and comprehensive benefits package which is economically achievable for the County to provide to employees/retirees and inform the entire Williamson County Commissioners Court of all relevant emerging issues or concerns as may be necessary from time to time.
 - b. Vendor Management: The Committee will provide a forum to discuss the above topic concerns and proactively address issues which may arise in the area of said benefits to lessen the disputes between parties e.g. members and/or benefit vendors.
 - c. RFP & TPA Selection: The Committee will also serve a major role in recommending any Third Party Administrators (TPA) to the Williamson County Commissioners Court that may be needed by working in conjunction with the Administrative Members of the Committee by writing the formal Request for Proposal (RFP) (defining objective, scope, method, service description, provider qualifications, selection procedure, selection criteria, conducting the selection of a TPA for recommendation to the Williamson County Commissioners Court); and presenting the recommended TPA to the Williamson County Commissioners Court.
2. Financial Review: The Committee shall review the financial status of the Benefits Reserve Fund, including actuarial and risk management analysis and recommendations, and take this information into consideration as it makes recommendations to the Williamson County Commissioners Court regarding defined benefits plan design and network selections.

B. Committee Members:

1. Voting Members: (Trustee: Advisory & Fiduciary Oversight)
 - a. The County Judge is a permanent appointed voting member.
 - b. One County Commissioner as appointed and approved by the Williamson County Commissioners Court for a term of two years.
 - c. Four (4) general representatives from the County Elected Offices and County Departments will be selected and nominated by the Committee and approved by the Williamson County Commissioners Court. These members will serve for a term of two years.
2. Selection Process of Voting Members:

- a. The Benefits Administrator will be responsible for the posting and administration of the internal application process for vacant Committee Member positions.
 - b. Applicants interested in serving on the Benefits Committee will be required to complete an internal application and interview process.
 - c. Applicants must be in an exempt position, have the ability to attend Benefits Committee Meetings and annual training requirements.
 - d. The Benefits Committee will appoint a selection committee to participate in the selection/interview process so that a final recommendation may be made to the Benefits Committee for approval by the Commissioners Court.
 - e. The final candidates will then be recommended to the Commissioners Court for approval and appointment to the Benefits Committee.
2. Advisory Members: (Administrative, Legal, and Financial Management)
- a. Legal counsel
 - b. Senior Director of Human Resources Director as appointed and approved by the Williamson County Commissioners Court
 - b. Director of Benefits Administration
 - c. The Williamson County Auditor or designee
 - e. Any other advisory members as approved by the Committee
3. Officers:
- a. The following officers shall serve the Committee:
 - i. Committee Chair: The Committee Chair shall preside over all meetings of the Committee and shall be a current voting member of the Committee.
 - ii. Committee Vice-Chair: The Committee Vice-Chair shall preside over all meetings of the Committee in the absence of the Committee Chair and shall be a current voting member of the Committee.
 - iii. Secretary: The Secretary is responsible for creating the minutes of all actions taken by the Committee during its meetings and may be either a member of the Committee or another County employee.
 - b. All officer positions shall be selected by majority vote of the voting members present at the first open meeting of each year.

3. The Committee will consist of selected members knowledgeable in the areas of insurance, cafeteria/flex plan benefits for the employees and the management of Williamson County. The members appointed shall serve their terms in accordance with these by-laws and any other directives of the Williamson County Commissioners Court. The main criteria for appointment to the Committee will be individuals who shall have sufficient knowledge, interest, experience and/or familiarity with the areas of insurance and cafeteria/flex plan benefits. Members are not limited on the number of terms served.

Article IV. Mandatory Trustee Training*

- A. Trustees who act as fiduciaries for a risk pool must have at least 16 hours of combined professional instruction with four hours of instruction in each of the following areas:
 1. law governing the establishment and operation of risk pools by political divisions;
 2. principles of self-insurance and risk pools, including actuarial and underwriting principles and investment principles;
 3. principles relating to reading and understanding financial statements; and
 4. the general fiduciary duties of trustees.
- B. Not later than the 180th day after the date of selection as trustee, or after the effective date of this chapter, whichever is the later date, a trustee must complete the training required by Subsection (a).

****Section 172.007, Texas Local Government Code***

Article IV. Meetings & Attendance

- A. Meetings: Meetings of the Committee shall be governed by the Texas Open Meetings Act. The Committee will meet no less than twice per year. Meeting schedules shall be established on an annual basis. The Committee shall hold meetings monthly/quarterly as scheduled at the Human Resources Training Room or another location as deemed appropriate. Meetings will be conducted during normal County business hours. Meetings shall be conducted in accordance with the procedures of the most recent version of Robert's Rules of Order. No voting member may participate in meetings by proxy or through a designee.
- B. Quorum: Four (4) voting 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 the voting members present constituting a quorum in any meeting. When recommending a change in benefits to the Committee or the Williamson County Commissioners Court, a majority vote of those voting members present and constituting a quorum is required.

C. Attendance and Removal: Committee members are expected to attend all scheduled meetings as work schedule permits. However, voting members that fail to attend two (2) or more of the meetings in a Benefits Plan year or are absent from (2) two or more consecutive meetings may be removed from the Committee. Any voting member of the Committee may request an agenda item regarding the removal and replacement of another Committee member. Upon majority vote of the voting members present, the Committee will submit its recommendation to the Williamson County Commissioners Court for the removal of a Committee member. The Committee member will be removed only upon approval of the Commissioners Court.

D. Facilitators:

1. Meeting Facilitator: The Committee Chair will facilitate all meetings of the Committee. In the absence of the Committee Chair, the Committee Vice-Chair shall facilitate the meeting. In the absence of the Committee Vice-Chair, the Committee may designate a Committee Member to act as the meeting facilitator for that meeting.
2. Administrative Facilitator: The Director of Benefits Administration will utilize the County's current agenda management software program to prepare and publicly post all meeting agendas. The Director of Benefits may make recommendations as appropriate to facilitate the normal operation and administration of the Benefits Plan.
3. Benefit Broker Consultant: The Benefits Broker Consultant will work with the Director of Benefits Administration to review and recommend any Benefits Plan amendments or changes as appropriate. The Broker Consultant will be required to attend and participate in all meetings.

E. Executive Session: The Committee may adjourn into executive session at any time during the course of any open meeting as authorized by law.

F. Meeting Minutes: The Committee shall maintain minutes of all its meetings. All decisions, recommendations, and findings of fact shall be entered into the Committee's minutes, and available in the County's current minutes management software program and/or Human Resources Department.

Article V. Amendments

- A. Proposed amendments to these bylaws may be approved at any properly noticed meeting of the Committee by a majority vote.
- B. In addition, proposed amendments to the bylaws shall be approved by the Williamson County Commissioners Court.

These Williamson County Benefits Committee Bylaws were considered, approved and adopted in a duly called session of the Commissioners' Court of Williamson County, Texas, on _____, 20_____.

Williamson County, Texas

By: _____
Dan A. Gattis,
Williamson County Judge