



# *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 collective 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
  - HSA Health Savings Account
  - 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 Non-Voting 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 Role & 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.

- c. Five other (5) general representatives, who are not Williamson County Elected Officials and that are 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 Voting Members will serve for a term of three years. New terms shall start January 1<sup>st</sup>, and when a vacancy is filled as deemed necessary, the appointee will serve the remainder term of the vacant position and may be considered for re-appointment to a new term at the appropriate time.

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 Voting Member positions.~~
- b. ~~Applicants interested in serving on the Benefits Committee will be required to complete an internal application and interview process. In the event of a vacancy, the Benefits Committee will make a recommendation to the Commissioners Court of an appointee to fulfill the terms of the vacant position.~~
- c. Current Benefit Committee Voting Members that are interested in continuing to serve on the Benefits Committee after their current term ends must timely inform either the Benefits Administrator or the Committee Chair or the Committee Vice Chair in the absence of the Committee Chair so that their name may be added to the proposed list of members under a new term of service, which will be subject to approval of the Committee and final approval by the Williamson County Commissioners Court.
- d. Applicants Appointees must be in an exempt and non-elected position, have the ability to attend Benefits Committee Meetings and training requirements, and have Department Head/Elected Official approval to participate.
- e. ~~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.~~
- f. The final candidates will then be recommended to the Commissioners Court for approval and appointment to the Benefits Committee.

2. Non-Voting 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
- c. Director of Benefits Administration

- d. The Williamson County Auditor or designee
  - e. Any other non-voting 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 Voting or Non-Voting 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.
4. 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~~include representatives from several large employee populations 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 180<sup>th</sup> 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. Members of the Benefit Committee may request an agenda item to be added to the agenda by utilizing Agenda Quick for the Benefit Committee or by emailing the Benefit Administrator. Members participating in the Williamson County Benefit Plan may request or submit an agenda item to be sponsored by any member of the Benefit Committee except for Claims Administration and/or appeals, as that is managed by the Third-Party Administrator.
- 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 Administration 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: \_\_\_\_\_

Bill Gravell,  
Williamson County Judge