



MARION COUNTY BOARD OF COMMISSIONERS


## Board Session Agenda Review Form

Meeting date: July 25, 2018

Department: Business Services      Agenda Planning Date:      Time required: 5 min

☐ Audio/Visual aids

Contact: Justine Flora      Phone: 503-584-7786

Department Head Signature: 

**TITLE** Marion County Law Enforcement Association Health Insurance Study Committee (MCLEA HISC) Charter

**Issue, Description & Background** The attached MCLEA HISC Charter was drafted by the MCLEA HISC. The intention of this document is to provide guidelines for the functioning of the committee.  
The committee wishes to work in a collaborative manner to review and make recommendations to the Marion County Board of Commissioners (the Board) pertaining to the medical, dental and vision plans offered to Marion County employees represented and their families.

**Financial Impacts:** None

**Impacts to Department & External Agencies** none

**Options for Consideration:** 1. Adopt the attached Marion County Law Enforcement Association Health Insurance Study Committee Charter (MCLEA HISC Charter 0718).  
2. Do not adopt the attached Marion County Law Enforcement Association Health Insurance Study Committee Charter.

**Recommendation:** 1. Adopt the attached Marion County Law Enforcement Association Health Insurance Study Committee Charter.

**List of attachments:** 1. MCLEA HISC Charter 0718.  
2. Board Order MCLEA HISC Charter 0718

**Presenter:** Justine Flora

*Copies of completed paperwork sent to the following: (Include names and e-mail addresses.)*

**Copies to:** Justine Flora

# Charter

## Marion County Law Enforcement Association Health Insurance Study Committee

**July, 2018**

## Introduction

The Marion County Law Enforcement Association Health Insurance Study Committee (The Committee) members work in a collaborative manner to review and make recommendations pertaining to the medical, dental, and vision, hereafter referred to collectively as “healthcare” plans offered to Marion County Law Enforcement Association (MCLEA) employees and their dependents.

This Charter describes information important to the functioning of the group, which includes the following:

1. Background
2. Composition of the Committee
3. Purpose and Function
4. Meetings and Quorum
5. Facilitation and Recording

At the first meeting of each calendar year, The Committee will review this charter and confirm the meeting schedule for the year.

### 1. Background

The Committee was formed in fall of 2017 per collective bargaining agreement.

- 1.1. The Marion County Board of Commissioners (The Board) maintains decision making authority for the healthcare plans. The Committee provides recommendations to The Board.

### 2. Composition

The Committee is comprised of an equal number of represented members and management, members.

#### 2.1. Represented Members

The MCLEA collective bargaining agreement states the purpose, level of participation, and the number of members who may be appointed to serve on the committee. MCLEA is responsible for appointing members.

#### 2.2. Management Members

The Board appoints management members.

#### 2.3. Non- Voting Participants and Presenters

Non-voting participants and presenters are appointed by the Risk Manager as deemed necessary by job function and expertise. Non-voting members attend meetings to support The Committee’s work and provide subject matter expertise.

#### 2.4. Terms of the Committee Membership

Each committee member shall commit to serve for a minimum of two years.

#### 2.5. Attendance

Regular attendance is important to assure each member is informed and ready to make the best recommendations possible. Attendance will be taken at each meeting.

### 3. Committee Purpose and Function

The Board, and through their collective bargaining agreement, MCLEA, has delegated the responsibility of this committee to accomplish the following purpose and function. To do this, The Committee adopts the purpose and function as its guiding principles:

#### 3.1. Make Sound, Cost Effective Health Plan Recommendations

Analyze and recommend plans and strategies for the purpose of providing the highest quality and value health benefits to MCLEA represented employees and their families.

#### 3.2. Recommend High Quality Health Plans

Strive for high quality, equitable, stable, cost-effective, and comprehensive health plans that promote individual wellness and responsible consumer utilization of health care.

#### 3.3. Monitor Benefit Levels & Administration of Health Plans

Monitor and review benefit levels considering union agreement constraints, sound care management principles, changing health care practices, and utilization patterns. Recommended modifications shall represent the best balance in the diverse interests of all benefit eligible employees and their families; while practicing good stewardship of funds provided by the taxpayers of Marion County.

#### 3.4. Manage Change

Recommend plan changes in a predictable and gradual manner; unless outside and uncontrollable factors require immediate or major changes. Strive to seek balance between access and the cost of health care.

#### 3.5. Communicate Results of the Committee's Recommendations and the Board's Decisions

Assist benefits staff with informing employees of new plan information as well as existing plans. Promote healthful lifestyle behaviors as the foundation of responsible health care.

### 3.6. Design and Implement Charter Work Plan

Support The Committee as the forum to develop a partnership and collaborative approach within The Committee to develop Health Plan recommendations. Use the Charter as the basis for conflict resolution and problem solving.

## 4. GROUND RULES

In the decision process, everyone is permitted and encouraged to participate in all discussions. Following a decision, committee members' commitment and follow-through to the groups they represent is to positively present the committee's decisions to their group. If their group does not accept the action of the committee, the member then should bring his/her group's concern to The Committee so The Committee can attempt to find a resolution.

### 4.1. Promote Trust and Cooperation Between Interest Groups

Use the Ground rules as the basis of communication among committee members. Each member shall be accountable for attending meetings and insuring that they obtain the information needed to make recommendations and inform those whom they represent.

### 4.2. A majority vote will decide an issue

This decision making process involves a cooperative effort to find a sound solution acceptable to everyone rather than a competitive struggle in which an unacceptable solution is forced on the losers. This process seeks the "win-win" for all members. Members are encouraged to be direct and honest in their interaction at all steps in the decision-making process.

### 4.3. The Committee will strive to reach a consensus on issues and recommendations. If unable to reach a consensus, The Committee will, by three-fourths vote, reach an agreement. If unable to reach agreement by consensus or three-fourths vote, the Risk Manager will provide recommendations to the Board for adoption by October 1<sup>st</sup> of the calendar year proceeding the benefit plan year.

### 4.4. To achieve a decision requires skill and commitment to straight communication and working through differences. The following guidelines assist in decision-making:

4.4.1. Remain mindful that this is a cooperative committee.

4.4.2. Only one person talks at a time. No side conversations.

4.4.3. Make your position known - what you think, want or feel.

- 4.4.4. Take responsibility for what you want/don't want. Be specific.
- 4.4.5. Ask questions to clarify.
- 4.4.6. Be respectful of each other.
- 4.4.7. Listen to the other person's position.
- 4.4.8. No retribution for stating a position or opinion.
- 4.4.9. Meetings will loosely follow protocol used in "Roberts Rules of Order".

## 5. Meetings and Quorum

Meetings shall be held at least quarterly.

- 5.1. At least 50% represented and 50% management members must be present for decisions to be made. A proxy does not constitute a quorum for the purpose of decision-making.
- 5.2. If a member knows they will not be present at a meeting where a decision will be made, the member may appoint a proxy to vote on their behalf (represented proxy to a represented voting member and management proxy to a non-represented voting member.) A copy of the proxy notification will be provided to the recorder for the permanent record.

## 6. Facilitation and Recording

It is important that each member be as involved as possible in The Committee process. Each member is encouraged to volunteer to perform the responsibilities of facilitator. This will help instill the sense of partnership and collaboration that is the backbone of this committee.

### 6.1. Facilitation

Responsibility for facilitating The Committee meetings shall be shared among the members and alternate between represented and non-represented members when possible. The facilitator shall lead The Committee discussion through the agenda within the time allowed. At the close of each committee meeting the facilitator shall ask for a volunteer to facilitate the next meeting. If no volunteer is forth coming, then the current facilitator shall assign a facilitator for the next meeting.

### 6.2. Risk Management Staff Responsibility

Risk Management staff will prepare and distribute meeting notices, agendas and other necessary materials for each meeting.

### 6.3. Recorder

Risk Management will provide a recorder for each meeting. The recorder will document attendance, agenda items, facilitator, time and location of next the

meeting, issues and actions taken as minutes. It is not expected that the recorder note detailed discussion, only identify the action decided on. Draft minutes will be sent to those on the distribution list prior to the next meeting. A vote will be taken at the next meeting to approve or amend these minutes.

Adopted (July 25, 2018)

**BEFORE THE BOARD OF COMMISSIONERS**

**FOR MARION COUNTY, OREGON**

In the Matter of Adopting Committee                    )  
Charter for the Marion County Health                )  
Insurance Study Committee.

**ORDER No. \_\_\_\_\_**

This matter came before the Marion County Board of Commissioners at its regularly scheduled public meeting Wednesday, July 25, 2018 to consider the adoption of the Marion County Law Enforcement Association Health Insurance Study Committee Charter.

WHEREAS, the board finds it appropriate to adopt the Marion County Law Enforcement Association Health Insurance Study Committee Charter; now, therefore,

IT IS HEREBY ORDERED that the Marion County Law Enforcement Association Health Insurance Study Committee Charter, attached hereto, is adopted.

DATED at Salem, Oregon, this 25th day of July 2018.

MARION COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

Attachment: MCLEA HISC Charter 0718