

**BYLAWS  
of the  
  
EL DORADO COUNTY  
HEALTH PLAN ADVISORY COMMITTEE**

**Section I. Authority and Purpose**

- A. Authority: By authority of the El Dorado County Board of Supervisors, there is hereby constituted the Health Plan Advisory Committee. These Bylaws are adopted to set forth the rules which shall govern the Health Plan Advisory Committee, hereinafter referred to as the 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 provision of high quality and affordable health benefits for County employees and retirees.
- D. Value: It is the goal of this Committee to function cooperatively in a spirit of consensus to achieve the stated mission.

**Section II. Organization and Administration**

- A. Responsibilities of the Health Plan Advisory Committee:
  - 1. Advisory: The Committee shall make such recommendations to the Board of Supervisors for amendments to the Plan, or 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 annually review the financial status of the Health Benefits Sub-Fund, including actuarial and risk management analysis and recommendations, and take this information into consideration as it makes recommendations to the Board of Supervisors regarding defined benefit design.
- B. Membership of the Committee: The Committee shall be composed of the following members:

1. One member and one alternate appointed in writing by the recognized employee organization representing the Trades and Crafts, Corrections, and Probation bargaining units.
  2. One member and one alternate appointed in writing by the recognized employee organization representing the Deputy Sheriff's bargaining unit.
  3. Two members and two alternates appointed in writing by the recognized employee organization representing the General, Professional, and Supervisory bargaining units.
  4. The Risk Program Manager or designated alternate.
  5. The Director of Human Resources or designated alternate.
  6. The Director of Health and Human Services or designated alternate.
  7. County Counsel or designated alternate.
- C. Chairperson: The Director of Human Resources shall preside at all meetings of the Committee, sign official documents of the Committee, and speak on behalf of the Committee when so requested by the Committee.
- D. Vice Chairperson: The Risk Program Manager shall assume the duties of the Chairperson in his or her absence, and, in addition, shall prepare and distribute Agendas for the Committee, and prepare, distribute, and file minutes and other official documents of the Committee. In addition, the Risk Program Manager shall furnish staff for the Committee, make available appropriate consulting and other resources sufficient to permit efficient operation of the Committee, and administer the expenditure of such funds as may be necessary for operation of the Committee within the Risk Management Fund's operating budget. The Risk Program Manager shall in addition receive and transmit all correspondence directed to the attention of the Committee. The Risk Program 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.
- E. Meetings : The Committee shall hold at least two regular meetings each year and shall meet at such other times as may be necessary for the conduct of the Committee's business. Special meetings can be called at the request of the Chairperson or a majority of the Committee members. All meetings may be attended by the Committee members themselves,

business representatives of the employee organizations, and Committee staff. Other individuals may attend subject to approval by the Committee.

- F. Quorum: Six members of the Committee shall constitute a quorum for the transaction of business. No formal action shall be taken by the Committee 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 pursuant to Sections II.A.2 of these Bylaws, a majority vote of those members present and constituting a quorum is required, however, in the event that such a recommendation is opposed by one or more members of the Committee, the Committee shall cause its report and recommendation to reflect the majority and minority opinions. In addition, when recommending a change in benefits pursuant to Sections II.A.2. of these Bylaws, a quorum shall include three members representing employee organizations together with three other members.
  
- 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, "Health Plan Advisory Committee, c/o Risk Program Manager, El Dorado County, 330 Fair Lane, Placerville, California 95667."
  
- 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 maintained available in the Risk Management offices for a minimum of three years.