

HEALTH CARE PROGRAM COMMITTEE BY-LAWS
(as revised January 27, 2021)

ARTICLE I – NAME

The name of this group shall be the Health Care Program Committee (“HCPC”).

ARTICLE II – PURPOSE

The HCPC will determine and control the health care program for all District employees covered by the program during the term of this agreement including but not limited to the following:

- A. Benefits and coverage provided
- B. Cost containment measures
- C. Preferred Provider programs
- D. Co-payment provisions
- E. Evaluating other health insurance programs
- F. Implementing any wellness measures it deems beneficial to employees and the health care program

The Health Care Program Committee shall be advisory to matters related to Broker selection, Third Party Administration and Stop-Loss insurance.

ARTICLE III – MEMBERSHIP

The Health Care Program Committee (HCPC) shall be composed of:

- A. Four (4) representatives selected by the Kenai Peninsula Education Association
- B. Three (3) representatives selected by the Kenai Peninsula Education Support Association
- C. One (1) representative selected by the Kenai Peninsula Administrator Association
- D. Three (3) representatives selected by the Superintendent

ARTICLE IV – SUB COMMITTEE

Section I – Purpose

- A. Set employee contribution rates
- B. Manage employee health care reserve account

Section II – Membership

- A. The four (4) representatives selected by the Kenai Peninsula Education Association
- B. The three (3) representatives selected by the Kenai Peninsula Education Support Association
- C. The one (1) representative selected by the Kenai Peninsula Administrator Association

ARTICLE V – PLAN ADMINISTRATOR

Section I – The Kenai Peninsula Borough School District (KPBSD) Plan Administrator will be appointed by the Superintendent. The Plan Administrator will administer the Health Care Program in accordance with by-laws, policies, and procedures established by the HCPC.

- A. The plan administrator will be a non-voting advisor to the committee.

ARTICLE VI – ADVISORS

Section I – The HCPC will seek as it deems necessary the expertise of consultants to assist it in accomplishing its purpose. The expertise of consultants will be sought as needed while other consultants will be asked to routinely provide information. For example,

- A. The KPBSD Director of Finance will provide the HCPC with current expenditure reports on a monthly basis;
- B. A Health Care Consultant will provide advice regarding plan features, design, practices, trends, and current expenditures;
- C. The HR Benefits Manager will be a non-voting advisor to the committee and will post the minutes to the District’s Health folder within 10 working days after a majority of the HCPC members approve them.

ARTICLE VII – COMMITTEE OFFICERS

Section I – Election and Term of Officers

- A. The HCPC will elect a Chair and Secretary from among its members by a majority vote of the members.
 - 1. The term of office will be one year but an officer can be re-elected for the same office for up to three consecutive years after which they may not serve in that capacity for at least two years.
- B. Elections will occur annually at the first meeting of the fiscal year or within 30 work days of a position being vacated for any reason during the school year.

Section II – Chair

- A. The HCPC Chair will be responsible for
 - 1. Establishing and forwarding an agenda to members prior to each meeting;
 - 2. Running the meeting including but not limited to
 - a. Starting and stopping the meeting on time
 - b. Facilitating discussion
 - c. Prompting members to return to the task or topic under discussion
 - 3. Delegating tasks as needed

4. Gathering information to assist the HCPC and/or asking others to bring information the committee requests.

Section III – Secretary

A. HCPC Secretary will be responsible for

1. Recording the minutes from each HCPC meeting or asking another member to record them if the Secretary is unable to do so
2. Distributing meeting notes to all HCPC members within ten working days of the meeting
3. Maintaining a record of official minutes
4. Digitally recording all meetings. No recording shall be done while discussing confidential information in which public release would violate the law.

ARTICLE VIII – MEETINGS

Section I – The HCPC committee will be scheduled to meet once a month September through May. The monthly meeting day and date will be determined by the committee at either the last meeting of the year or the first meeting.

The length of the meetings will be adjusted according to the agenda. Longer meetings will start earlier in the day and members will be provided administrative leave in accordance with contractual language between the Associations and the District.

Section II – The HCPC Chair may schedule additional meetings or cancel meetings as needs dictate.

- A. The Chair will try to schedule additional meetings with at least ten working days notice and at a time when the greatest number of HCPC members can attend.

Section III – The HCPC will conduct its proceedings as much as possible in accordance with Robert’s Rules of Order.

Section IV – Members will adhere to BP 4119.21 Code of Ethics of the KPBSD Policy Manual.

ARTICLE IX - VOTING

A quorum for the meetings shall require no fewer than nine (9) committee members.

The Health Care Program Committee will conduct a formal vote on any matter that could impact the cost of benefits of the health care program or on any matter that would require a change in the summary plan description. Formal votes shall require an eighty percent (80%) vote of the total voting committee members to pass.

When any matter that could impact the cost or benefits of the health care program or on any matter that would require a change in the Summary Plan Description, it shall first be presented at one meeting but action must be deferred until a subsequent meeting to give committee members time to carefully consider all possible ramifications. This rule may be suspended by a majority vote of the quorum with each member having a single vote.

For matters not requiring a formal vote, decisions will be made according to the majority vote of the quorum with each member having a single vote.

In the case of a tie, the decision or motion does not pass for lack of majority.

ARTICLE X – LEAVE

Administrative leave will be provided for all participants to attend the HCPC meetings.

ARTICLE XI – MILEAGE

Mileage will be paid for HCPC members to attend scheduled meetings and this will be paid within 30 days.

ARTICLE XII – CONFIDENTIALITY

Any personal or health/medical information communicated to HCPC members will be treated confidentially.

ARTICLE XIII – AMENDING THE HCPC BY-LAWS

Section I – Amending the by-laws of the HCPC requires a formal vote of the committee.

Section II – When an amendment is proposed, it is presented at one meeting but action must be deferred until a subsequent meeting to give committee members time to carefully consider all possible ramifications.

ARTICLE XIV – CONFLICT OF INTEREST

Members will not participate in deliberations or votes on any matter pending before the Committee when the member has a personal or financial interest in the matter that is more significant and direct than the interest in the Health Plan common to all employees of the District eligible to enroll in the Plan.

A member who believes that facts or circumstances relating to either their own, or another member's, personal or financial interest implicates the purpose of this bylaw, will request a ruling from the Committee Chair whether the bylaw mandates a member's non-participation. A ruling by the Chair may be appealed by any member to the full Committee for final decision. The member with the potential conflict of interest shall not vote on the appeal. A simple majority of voting members shall decide the question.

Any action taken pursuant to this bylaw shall be in a closed session limited to Committee members. The meeting minutes and recording posted on the Committee's website link shall exclude any discussion or decision taken by the Chair or Committee based on this bylaw.

A member who is denied participation shall comply with that decision and abstain from participating in deliberations or votes on the matter. Votes on the matter will be in public session, and the minutes and recording will include the member's abstention from voting.