

August 30, 2011

Joint Health Care Committee Charter Subcommittee Meeting

Held by Audio

Present

Union: Jennifer Madsen (Local 6070); Tim Powers, (UAFT); Rich Seifert (UNAC), Lisa Sporleder (Staff Alliance), Beth Behner (UA Management)

Prior to the meeting, Beth distributed to the group a draft version of the Charter document previously emailed to the JHCC members on 8/12/11, along with a chart of CBA information on JHCC representation and contract provisions dated 5/23/11, prepared by Labor and Employee Relations.

Size, Quorum and Numbers of Votes Needed to Pass Motions

The group discussed whether certain issues can be determined by the Charter Subcommittee or within the JHCC, rather than the CBAs being followed. The CBA language cannot be overruled, but if the JHCC makes a recommendation to each union and management; MOAs could be considered if believed necessary. A difficulty is presented by the fact that language of the various CBAs is inconsistent concerning the numbers of representatives and the levels needed for a quorum and vote passage.

Jenn noted that Local 6070 wanted to ensure their union had a voice so a 2/3 majority was favored. Also language defining a quorum was included so that there would be participation by various constituents. Also, Roberts' Rules were desired, so that issues would get things decided; Local 6070 did not want an "informational committee."

The subcommittee also discussed the fact that the JHCC has increased in size, with the "up to 3" level of representation for unions. Some questioned whether alternates were needed by any group now, due to the increase in formal members for each group.

Lisa asked whether it fit in with the others' desired format for Staff Alliance to have 2 formal representatives and one alternate. Jennifer, Rich, Tim and Beth stated that their groups had no objection. After discussion, the Subcommittee agreed that Staff Alliance alternates could attend except for travel to meetings held in person. Staff alliance was the only group the subcommittee agreed could have alternates.

Jennifer suggested that we consider allowing proxies to be permitted under the Charter, so that if a group's member isn't able to come to a meeting, the proxy could vote. She noted that permitting alternates increases cost of time and travel to meetings for more people who will feel they have to attend.

Rich said he believed to hear from each group how many members each will have on the Committee.

UAFT would prefer to have 3, with no alternate.

Local 6070 will have 3, with no alternate.

Rich stated that the UNAC representative selection has not been confirmed.

FFA has not provided information on this topic.

Staff Alliance has 2 voting regular members and an alternate.

Management has 3 members; no alternate.

After further discussion, the Subcommittee agreed that alternates could attend except for travel to meeting held in person. However, alternates do not vote unless a regular member is absent.

The topic of a quorum was then discussed; with the idea of a simple majority constituting a quorum. The question was then discussed whether a representative from each group should be in attendance, in order to reach a quorum. The group decided against this, as it would hamstring the JHCC. There are too many occasions on which one group's members may not be able to attend. The group also felt that the idea of having 10 for a quorum may be asking for too many to be in attendance, although it depends how many formal members are on the group whether that would be too high of a number.

Rich suggested that we propose a simple majority is needed for a quorum. Others were in agreement with that suggestion after more discussion.

Language on Attendance/Participation at JHCC Meetings by Non-Members

Attendance by non-JHCC members was discussed. There are two sections of the Charter which refer to this: Item 4 (e) on page 1 and item 5 (k) of the Charter, on page 2. Beth addressed the individuals who would be "regular attendees," on behalf of UA management within the meaning of 4 (e): a representative from the Labor and Employee Relations Office and staff from payroll and benefits accounting. Other groups have had non-members who frequently attended JHCC meetings, including union presidents. Other individuals may seek to attend from time to time. Subcommittee members were in favor of stating in the Charter, "At any time, the JHCC may excluded non-members." It was noted that regular attendees would increase the size of the committee, although it is expected that they do not participate unless permitted by the Chair/JHCC. They are permitted to attend to hear discussions or to answer questions as they are not JHCC members. The group decided that section 5 (k) should be revised to say "for their presentation or for information only." Also, the Subcommittee decided that an additional statement should be added to the Charter, "Regular attendees and non-members of JHCC may be excluded from JHCC meetings at the discretion of the JHCC."

The reference to UA's benefits consultant should be generically worded. Subcommittee members noted that it is frequently helpful to have JHCC discussions just with members of the committee present, once a consultant's or vendor's presentations or input has concluded. It was noted that JHCC could call an executive session at any time, to limit the group to only formal members for consideration of issues.

Preparation of Agenda and Support for the JHCC

The Subcommittee members were in consensus that it is always desirable to have an agenda formed ahead of time and circulated for the awareness of JHCC representatives of the items on the next meeting agenda, so they may be prepared. However, sometimes items are added at the last minute. If that happens and there is a motion on the floor, the JHCC can vote a motion down and the subject can be brought back up at a later meeting.

The Subgroup believed that drafting minutes could be Cyndee West's role, with agenda preparation either done by Cyndee or someone else. The group felt that timekeeping should be done by the Chair.

Minutes should not reflect who voted for or against motions but should indicate whether a motion passed or failed. The wording of a motion and whether it passed should also be separately advanced to the CHRO per the terms of the CBAs. The Subcommittee also wanted a specific area of the Benefits website to list formal motions and their status, noting the date of the meeting when the action item was considered.

The group adjourned, with a plan to obtain the number of representatives desired by FFA and by UNAC and to put the issue of the Charter on the JHCC agenda for the September meeting.

Submitted by:

Beth Behner

Group Charter

1. What is the purpose of this group, i.e., why do we exist?

The Joint Health Care Committee combines the creative energies of employees and management to explore and develop an in-depth understanding of the University health plan and employee health issues. It makes informed recommendations to employees and management that contribute to improving the quality, efficiency and cost effectiveness of the health plan and to improving the lives of University employees and all plan participants.

2. What is the name of the group?

Joint Health Care Committee (JHCC)

3. What are our intended outcomes, i.e., what are we trying to achieve?

- Recommendations that lead to highest quality/lowest cost health care.
- Committee members actively communicate information concerning health care. Members act as informed advocates for health care program improvements by relating health care plan issues to their constituent groups and soliciting input on recommendations under consideration by JHCC.
- Integration of best practices into the health care plan.
- To be effective in the decision making process.
- To educate and involve plan members to efforts to improve their own health and help control costs.
- Understanding the various health care needs of employees.
- Long term view of plan design, costs and expectations.

4. Group Roles in meetings:

- a. Leader: Chairperson selected by the JHCC.
- b. Alternate Leader: JHCC member selected to chair meetings in the absence of the Chair.
- c. Timekeeper: JHCC member or staff person selected to monitor timing of agenda.
- d. Minute Taker: JHCC member or staff person selected to take minutes; alternate should also be identified. The person preparing minutes will also prepare the draft and final meeting agendas.
- e. Group Members: JHCC consists of _____ members, Management and union staff members will be regular attendees. Representatives from UA's benefits consulting firm will also regularly attend JHCC meetings.

5. Meetings:

- a. How often? At a minimum, monthly.
- b. On what day? As determined by the JHCC each semester.
- c. How long? Most meetings will be two hours.
- d. At what time? As determined by the JHCC each semester.

- e. How many members are needed to hold a meeting? A simple majority of the number of committee members.
- f. Where will the minutes be kept? On SWHR benefits website:
<http://www.alaska.edu/benefits/joint-health-care-comitt/>
- g. Who will get copies? All members, staff and Lockton, via email.
- h. How will decision be made? All decisions on formal recommendations will be made by vote; JHCC should have _____% of members attending the meeting voting in favor of motions in order to pass.
- i. The following process will be used to place items on upcoming meeting agendas:
- There will be a regular agenda item asking for members' future agenda requests. The person selected to prepare the agenda will note those for the upcoming draft agenda.
 - The person selected to prepare the agenda will forward a draft agenda to the JHCC Chair, the benefits director and CHRO prior to the meeting to see input before finalizing and distributing to all JHCC members, staff and Locton prior to the next meeting. The agenda will be posted on the website with clearly labeled attachments as soon as reasonably possible.
- j. How are official motions handled for formal JHCC recommendations?

Once a formal motion is made, the person taking minutes will read the motion for approval of the motion maker. All motions need a second. The person taking the minutes will call the roll for votes upon request. The result of the vote will be communicated to the CHRO in writing and the CHRO will reply with the final disposition of the issue, which will be incorporated in the minutes or subsequently provided in writing to the JHCC.

- k. Will non-group members be invited to participate? Yes, by invitation, for their presentation or for information only. At any time, the JHCC may exclude non-members.

What are the group rules?

- Be willing to support our purpose, polices and visions.
- Always take responsibility for your actions and the results you create.
- If a problem arises, first look to the system for corrections and then communicate your solution to the person who can act on it.
- Keep your agreements.
 - Make only agreements that you are willing and able to keep.
 - Communicate any potential broken agreement at the first appropriate opportunity.
 - Acknowledge and rectify any broken agreements at the first appropriate opportunity.
- Always tell your truth with compassion for others.

- Listen actively and acknowledge whatever is being communicated as true for the speaker at that moment.
- Prepare for each meeting by reading the materials provided prior to the meeting.

6. Annual Calendar Items.

1. Regular meetings – by video and teleconference, monthly.
2. Face to Face meetings are held 2-3 times annually for purposes of review of prior FY health claims data, annual projections and setting of employee charges, and for meetings with health plan vendors. UA will prepare a proposed annual schedule, which will be distributed to the JHCC for review and finalization of dates.
3. Calendar development for next fiscal year – by teleconference, July.

7. How are members replaced?

Decided by each member organization.

DRAFT