

HEALTH INSURANCE COMMITTEE  
STRUCTURE, ROLES & RESPONSIBILITIES  
REVISED MAY 19, 2009

At the request of the 2009-11 Collective Bargaining Team, the Health Insurance Committee was asked to review and redefine its structure, roles and responsibilities. The following outline is the culmination of the work completed by the Health Insurance Committee which was approved at its meeting on May 19, 2009:

**Leadership:** Leadership of the Health Insurance Committee will be assigned to the Assistant Superintendent of Human Resources. The Assistant Superintendent for Business Services will remain on the team as a resource and advisor, particularly in generating, analyzing, and interpreting insurance related financial reports.

**Committee Structure:** Teaching Staff – 6 members (2 elem., 2 middle, 2 high school)  
Maintenance Staff – 2 members  
Nutrition Services Staff – 1 member  
Clerical Staff – 2 members (1 school building, 1 district office)  
Administration – 2 members (1 elem., 1 secondary Principal)  
District Leadership – 2 members – (Asst. Supts. - HR & Business)  
Advisory Role to the Committee – 4 members (Superintendent, Board of Education Representative, Assistant to the Superintendent for Community Relations, Wellness Coordinator)

Total Committee Members: 19 – Attendance by these committee members is required.

**Selection Process:** District staff members who are enrolled in the district health insurance plan are eligible to serve on the Health Insurance Committee. Applications should be forwarded to the chairperson of the Health Insurance Committee for selection of vacant positions.

**Term Limit:** Committee members will be expected to serve a minimum of five years on the committee. Any member who has three unexcused absences from committee meetings within the year will be released from their committee position and a new committee member will be found. In order to maintain experience on the committee, senior members serving beyond their five year commitment within a given FPS group will be given first opportunity to discontinue their service to the committee and a new member will be sought.

**Committee Compensation:** Health Insurance Committee members from the teaching, clerical and maintenance groups will receive a \$20 stipend for each meeting attended. Compensation will be paid at the end of the school year. Administrative personnel are exempt from receiving any stipend.

**Committee Responsibilities:** The Health Insurance Committee is charged with evaluating plans and programs related to the health and wellness of Fargo Public Schools employees and dependents, and will work to promote effective usage of those plans and programs. The committee will make recommendations by consensus to the Board and policy holders on premium rates and plan design and report on utilization. Should the committee fail to come to consensus in its recommendation, it will present the recommendation of the majority and minority groups, including supporting rationale. The committee will monitor health care plan fund balances and make recommendations as needed.

**Meeting Schedule:** The Health Insurance Committee will meet on the third Tuesday of each month at 4:00 p.m. from September through May. Any regular meeting may be canceled if there are no issues requiring action. Additional meetings may be called as needed.

**Communication:** The primary communication tool of committee activity will be district-wide publications such as *The Journey* and the *Well-U Newsletter*. Communication to employees will include committee meeting notes, significant considerations related to any committee recommendations, and details of any recommendations made. Material from these publications will be available to publications of other employee groups as well. Significant changes to insurance coverage would be conveyed by direct mail to those covered under the insurance policy.