

## **Operating Guidelines**

### **A. Name**

The name of this group shall be the “Yellow Medicine County Ad Hoc Medical Insurance Committee.”

### **B. Authority**

The Committee is established by the authority of the Yellow Medicine County Board of Commissioners. The Committee is advisory to the County Board. The Committee has no authority to independently adopt policies.

### **C. Purposes**

The Committee serves at the pleasure of the County Board of Commissioners. It exists to make recommendations to the County Board on the purchase of medical insurance for employees, elected officials and others eligible to receive medical insurance through Yellow Medicine County. The specific purposes of the Committee are:

- To research and review alternatives to the current medical insurance plan provided by the County.
- To compare these alternatives to the current Blue Cross/Blue Shield plan offered through the SW Coop.
- To ascertain the Pros and Cons of these alternatives to determine if they meet the specifications set by the County Board to:
  - Show cost savings when compared to the current plan, and
  - Be of equal or better coverage than the current plan.

The Committee will report their findings to the County Board of Commissioners.

### **D. Membership**

The membership of the Committee is comprised of the Labor/Management Committee with the addition of another Commissioner, a Department Head chosen by peers, the Finance Manager, the Finance Deputy, and the Human Resources Deputy. Other membership shall be at the discretion of the County Board.

### **E. Length of Term**

Membership terms for all members will be on-going until the County Board of Commissioners determines the committee has met the above goals and disbands the committee.

### **F. Officers**

The Administrator will act as Chairperson. The County Board will appoint an

Administrative Secretary to the committee to act as Secretary. The Secretary will not be a voting member.

## **G. Duties of Officers**

**Chairman** - The duties of the Chairman are:

- To prepare agendas and related material for Committee meetings and insure they are distributed to all Committee members.
- To chair Committee meetings.

**Secretary** - The duties of the Secretary are:

- To record and prepare official minutes of all Committee meetings.
- To insure minutes of Committee meetings are sent to the County Administrator for inclusion in County Board agenda packets.

## **H. Meetings**

Meetings of the Committee will be scheduled monthly at \_\_\_\_\_. Meetings will be held in the Law Enforcement Center. All meetings are open to the public.

## **J. Agenda**

Any agenda items desired should be conveyed to the Committee Chair at least four working days prior to the meeting. Agenda items may be added at the Committee meeting as approved by a majority vote of the Committee. The Chair will email the agenda and available materials to all Committee members at least three days before regular meetings.

## **K. Voting**

Each member shall have one vote. Unless otherwise indicated, a simple majority of those Committee representatives present will decide a vote.

## **L. Quorum**

Seven members shall constitute a Quorum.

## **M. Conflict of Interest**

Members should notify the Committee if they believe a conflict of interest does, or could, exist. Members are expected to maintain the highest ethical standards.

## **N. Alternative Dispute Resolution**

In the event of an unresolved dispute within the Committee, the dispute will be referred to the County Board for resolution.

Approved by the County Board this 7<sup>th</sup> day of January, 2014.

