

Section 3.0 DUTIES AND RESPONSIBILITIES

3.7 Benefits Administration Committee Charter

Adopted: March 26, 2013; Revised September 23, 2014

I. PURPOSE/ROLE

The purpose of the Benefits Committee (Committee) is to provide assistance to the Board in fulfilling its oversight of the pension and retiree health care programs and related services.

II. AUTHORITY

The Committee is authorized to:

- Seek any information it requires from LACERS staff, consultants, or external parties as long as requests for staff time are not extraordinary and the expense for consultants or external parties, if any, has been approved by the Board in advance.

III. COMPOSITION OF COMMITTEE

The Committee shall consist of three LACERS Board Members. All members shall be appointed by the LACERS Board President. The LACERS Board President shall appoint a Committee Chair.

The Committee Chair is responsible for setting the agendas for each Committee Meeting. The Chair shall take as an agenda item any matter referred by the LACERS Board. The Chair shall also take as an agenda item any matter submitted by two or more members of the Committee.

IV. FREQUENCY OF MEETINGS

The Committee shall meet no less than four times during the calendar year, or more often as needed. Through the General Manager, the managers of the Retirement Services Division and the Health Benefits Administration and Communications Division shall support the Committee's activities and ensure appropriate staff time and others such as actuaries and consultants are available to assist it. The managers shall schedule meetings, prepare meeting agendas and other materials after conferring with the Committee Chair, review minutes and draft reports, perform research, and render other types of assistance as reasonably requested by the Committee.

V. DUTIES AND RESPONSIBILITIES

The Committee's responsibilities are to:

- Recommend to the Board draft rules, policies and procedures for member benefits and departmental administration in accordance with relevant law and the LACERS mission statement
- Approve and recommend processes to monitor implementation of rules and policies within the Board's purview

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- Propose adjustments to operations which the Committee deems appropriate for the sound administration of member benefits and the Department as a whole
- Evaluate insurance providers, consultants and other benefits contractors and make recommendations to the Board regarding the establishment or modification of services provided to the Board and members
- Review and recommend to the Board medical and dental subsidies and Medical Premium Reimbursement Program reimbursement limits
- Review information on services and progress of programs
- Monitor progress of benefits-related goals in the strategic plan

VI. CHARTER REVIEW

The Committee and the Board will review this Charter at least every three years to ensure it remains appropriate. The Committee will recommend any changes to the Board for review and approval. The Board may adjust the Charter at any time.

Benefits Administration Committee Work Plan

Approved by the Board: March 26, 2013

August	November	April	June
Consider and approve recommendation to the Board regarding health plan, health plan premium rate, health plan subsidies, and medical plan premium reimbursement (A)	Evaluate whether additional benefits service providers are required (A) Monitor progress of benefits-related goals in the strategic plan (I) Review of health plan utilization data (I)	Review information on services and programs (I) Review of health plan utilization data (I) Selection of health plan RFP finalists (A)	Initial review of health plan renewals (I) Selection of health plans from RFP (A)

(A) = Action

(I) = Information