

**PUBLIC RISK INNOVATION, SOLUTIONS, AND MANAGEMENT
(PRISM)**

EMPLOYEE BENEFITS COMMITTEE

FINAL AGENDA

Web Conference/Telephonic Meeting	Thursday, February 18, 2021
https://zoom.us	9:30 a.m.
Teleconference Number: Use Call Me option or 669-900-9128	First Meeting – 2021
Meeting Number: 952 7167 2508	

As to each agenda item, the Committee may take action and/or receive informational reports as appropriate.

ROLL CALL/INTRODUCTIONS

- 1.A. Establishment of Quorum/Introductions5
- 1.B. Web Conference Protocol

SELECTION OF CHAIR

- 2.A. Selection of Chair and Vice Chair.....6
An action to select a Chair and Vice Chair for the 2021 year.

CONSIDERATION OF OFF AGENDA ITEMS

Pursuant to Government Code Section 54954.2(b), except as provided in this paragraph, no action or discussion shall be taken at a regular meeting on any item which does not appear on the posted Final Agenda. Pursuant to Government Code Section 54954.2 (b)(2) an item may be added to the Final Agenda after the Final Agenda has been posted upon a determination by a two-thirds vote of the Committee (or an unanimous vote if less than two-thirds of the Committee is present); the vote shall be on a motion stating that there is a need to take immediate action and that the need for action came to the attention of the Committee subsequent to the Final Agenda being posted. Any such motion shall be accompanied by distribution of a written statement on a form provided by the office of the Chief Executive Officer/Secretary of the Board, to be included in the record, stating the facts upon which it can be determined that the need to take action arose after the Final Agenda was posted. In addition, action may be taken on an item not on the posted Final Agenda under the circumstances stated in Government Code Section 54954.2 (b)(1) [emergency] and 54954.2 (b)(3) [continued regular meetings].

CONSENT AGENDA

The following Consent Agenda is expected to be routine and non-controversial. It will be acted upon by the Committee without discussion. Any Committee member, staff member, or interested party may request that any item be removed from the Consent Agenda for later discussion.

- 3.A. Approval of Minutes, December 3, 2020.....7
An action to approve the Minutes of the above meeting.

3.B.	Code of Conduct.....	11
	<i>An action to acknowledge receipt of the Code of Conduct.</i>	
3.C.	Disclosure of Underwriting Authority for Dental Program.....	14
	<i>An action to acknowledge receipt of the disclosure.</i>	

DENTAL PROGRAM ADMINISTRATION

4.A.	PRISM Dental Financials and Member Statistics (Sidney).....	16
	<i>An informational report on the Dental Income Statement and member statistics through December 31, 2020.</i>	
4.B.	Dental Program Budget Policies (Sidney)	20
	<i>An action to approve the Program Budget Policies.</i>	

MISCELLANEOUS PROGRAMS

Vision Program

5.A.	Member Statistics and Renewal Recap (Sidney).....	23
	<i>An informational report on the Vision Program member statistics and renewal recap.</i>	

Life & Disability Program

5.B.	Member Statistics and Renewal Recap (Sidney/Alliant).....	25
	<i>An informational report on the Life & Disability Program member statistics and renewal recap.</i>	

Employee Assistance Program

5.C.	Member Statistics and Renewal Recap (Sidney).....	27
	<i>An informational report on the EAP member statistics and renewal recap.</i>	

Miscellaneous Programs

5.D.	Miscellaneous Programs Budget Policies (Sidney).....	29
	<i>An action to approve the Program Budget Policies.</i>	

GENERAL EMPLOYEE BENEFITS BUSINESS

6.A.	Employee Benefits (EB) Administrative Guidelines (Sidney/Alliant).....	33
	<i>An action to approve updates to the Administrative Guidelines.</i>	
6.B.	Employee Benefits (EB) Underwriting Guidelines (Sidney/Alliant).....	38
	<i>An action to approve updates to the Underwriting Guidelines.</i>	

6.C.	Standard Operating Procedures (SOP) (Sidney).....	43
	<i>An informational report regarding the Committee's SOP.</i>	
6.D.	2020 Fall Retreat Recap (Gina D.).....	56
	<i>An informational report regarding the 2020 Fall Retreat.</i>	
6.E.	Member Services Update (Maria).....	63
	<i>An informational report regarding new services.</i>	
6.F.	Staff Report (Sidney)	
	<i>An informational report on matters of interest to the Committee.</i>	

PUBLIC COMMENT

This portion of the agenda is reserved for members of the general public to address the Committee on any matter not on this agenda that is under the jurisdiction of the Committee.

FUTURE MEETINGS

The next regularly scheduled meeting will be held on **Thursday, May 20, 2021** at **1:00 p.m.**, to be held via **web conference**.

ADJOURNMENT

Disability Access: All posted locations for this meeting are wheelchair accessible and disabled parking is available. If you are a person with a disability and you need disability-related modifications or accommodations to participate in this meeting, please contact the Meeting Planner at (916) 850-7300 or (916) 850-7800 (fax). Requests for such modifications or accommodations must be made at least two full business days before the start of the meeting.

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TELEPHONIC ADDRESS LIST

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City of Merced	Deneen Proctor	678 West 18 th Street Merced, CA 95340	(209) 385-4780
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City of Rancho Santa Margarita	Diego Chavez	22112 El Paseo Rancho Santa Margarita, CA 92688	(949) 635-1814
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