

CSAC EXCESS INSURANCE AUTHORITY

EMPLOYEE BENEFITS COMMITTEE

FINAL AGENDA

CSAC Excess Insurance Authority
75 Iron Point Circle, Suite 200
Folsom, California 95630
916-850-7300

Wednesday, February 19, 2020
10:30 a.m.
First Meeting – 2020

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/Introductions4

SELECTION OF CHAIR

- 2.A. Selection of Chair and Vice Chair.....5
An action to select a Chair and Vice Chair for the 2020 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 18, 20197
An action to approve the Minutes of the above meeting.
- 3.B. Code of Conduct..... 12
An action to acknowledge receipt of the Code of Conduct.

- 3.C. Disclosure of Underwriting Authority for Dental Program..... 15
An action to acknowledge receipt of the disclosure.

DENTAL PROGRAM ADMINISTRATION

- 4.A. Program Performance Report (PPR) and Member Statistics (Sidney)..... 17
An informational report on the Dental Program Performance through December 31, 2019.
- 4.B. Dental Program Budget Policies (Sidney) 20
An action to approve the proposed amendments to the Dental Program Budget Policy.

MISCELLANEOUS PROGRAMS

Vision Program

- 5.A. Member Statistics and Renewal Recap (Sidney)..... 23
An informational report on the Vision Program member statistics and renewal status.

Life & Disability Program

- 5.B. Member Statistics and Renewal Update (Sidney/Alliant) 25
An informational report on the Life & Disability Program member statistics and renewal.

Employee Assistance Program

- 5.C. Member Statistics and Renewal Recap (Sidney)..... 28
An informational report on the EAP member statistics and renewal status.

Miscellaneous Programs

- 5.D. Miscellaneous Programs Budget Policies (Sidney)..... 30
An action to approve the amendments to the Miscellaneous Program Budget Policy.

GENERAL EMPLOYEE BENEFITS BUSINESS

- 6.A. Employee Benefits (EB) Administrative Guidelines..... 34
An action to approve updates to the Administrative Guidelines.
- 6.B. Standard Operating Procedures (SOP)..... 39
An informational report on the Employee Benefits SOP.
- 6.C. 2019 Fall Retreat Recap (Donna Caldwell/Mike Fleming)..... 52
An informational report regarding the 2019 Fall Retreat.
- 6.D. Member Services Update (Maria)..... 57
An informational report regarding new services.

- 6.E. Staff Report (Sidney)
An informational report on matters of interest to the Committee.

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 21, 2020 at 10:30 a.m.**, at the **EIA office in Folsom.**

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.