

**GROUP HEALTH INSURANCE COMMITTEE -  
A COMMITTEE OF THE  
WASHOE COUNTY SCHOOL DISTRICT**

**BYLAWS**

**Authority**

The Board of Trustees does hereby establish the Group Health Insurance Committee ("Committee") as a standing committee of the Washoe County School District ("District") Board of Trustees.

**Mission and Purpose**

1. The purpose of the Group Health Plan Insurance Committee (Committee) is to oversee the activities of and to recommend to the Board of Trustees policy for the Washoe County School District's self-insured medical, dental and vision programs referred to as the District's Group Health Plan (Plan), The Wellness Program and the Plan's funding instrument referred to as the Group Health Plan Insurance Trust Fund (Fund) as authorized by the Board of Trustees.
2. The responsibilities of the Committee include, but are not limited to, the following:
  - a. Recommending of the Plan's Third-Party Administrator for Board of Trustees approval.
  - b. Review of the Fund's financial statements and other statistical reports including the Plan's utilization reports.
  - c. Recommending rate and deductible changes to the Board of Trustees for approval.
  - d. Recommending Medical, Dental and Vision professional services agreements changes to the Board of Trustees for approval.
  - e. Recommending Wellness Program initiatives to the Board of Trustees for approval.

**Reporting Structure**

1. Recommendations from the Committee shall be made to the Superintendent. The Superintendent, through appropriate staff, shall ensure Committee proposals are feasible: operationally and financially.
2. The Superintendent shall review recommendations to determine feasibility and whether action should be taken by the Superintendent or the Board of Trustees.

3. For recommendations that do not require action by the Board of Trustees, the Superintendent shall have the option to:
  - a. Approve any recommendation of the committee;
  - b. Approve, with changes, any recommendation of the committee;
  - c. Deny any recommendation of the committee;
  - d. Return any recommendation of the Committee back to the Committee with suggested changes
  
4. For recommendations that require action by the Board of Trustees, the Superintendent shall have the option to:
  - a. Return any recommendation of the Committee back to the Committee with suggested changes; or
  - b. Forward any recommendation of the Committee to the Board of Trustees for appropriate action; or
  - c. Forward any recommendation of the Committee to the Board of Trustees along with a recommendation from the Superintendent if the recommendations are different.

**Composition**

1. Appointments
  - a. All members of the Committee shall be considered and approved by the Superintendent. Following the initial establishment of the membership, the existing members of the Committee, during a properly noticed public meeting, shall select and recommend new and/or reappointed members for approval by the Superintendent.
  
2. Voting Membership
  - a. Voting membership shall consist of eleven (11) voting members, as follows.

MEMBER	CATEGORY
A	Teacher Representative, selected by the Washoe Education Association (WEA)
B	Teacher Representative, selected by the Washoe Education Association (WEA)

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C	Teacher Representative, selected by the Washoe Education Association (WEA)
D	Teacher Representative, selected by the Washoe Education Association (WEA)
E	Educational Support Professional (classified) employee representative, selected by the Washoe Educational Support Professionals Association (WESP)
F	Educational Support Professional (classified) employee representative, selected by the Washoe Educational Support Professionals Association (WESP)
G	Administrator Representative, selected by the Washoe School Principals Association (WSPA)
H	Psychologist / Professional-Technical Employee Representative, selected by the Association of Professional-Technical Administrators (APTA)
I	Washoe County School Police Officers Association (WCSPOA) representative, selected by the WCSPOA
J	Non-Represented Management Employee Representative, selected by the Superintendent
K	Retiree

- b. Members who are current staff shall be selected by the employee association as noted above. The Retiree position shall be advertised and selected via the District's selection process.
- c. The committee shall have no non-voting members with the exception of the staff liaison.

3. Vacancy

- a. Members who cannot fulfill their commitment to the Committee shall notify their respective Association immediately.
  - i. The respective association will appoint a new employee to become a member of the Committee.

4. Officers

- a. The officers of the Committee shall be Chairperson and Vice-Chairperson, who are voting members of the committee.
- b. Officer Nomination and Election
  - i. A candidate for Officer can be nominated by any Committee Member. A Committee Member may nominate one (1) Committee Member for each vacant Officer position.
    1. Officers shall be elected by vote of the Committee Members and be elected by majority vote.
  - ii. In the event there is not a majority vote for one candidate, the Candidate with the most votes would win the nomination.
  - iii. In the event of a tie with the most votes occurs after the initial vote, the Candidates in the tie will be put to the Committee for another vote.
  - iv. The term of office shall be from January 1 to December 31 and shall be for one (1) year. Officers may be re-elected for additional terms.
  - v. Election of officers shall be held during the regularly scheduled December meeting, or the first meeting thereafter, with terms to begin in January of the next year.
- c. Removal of Officers
  - i. An officer may be removed for t cause at any time by a two-thirds (2/3) vote of the Committee.
  - ii. A vacancy in an officer's position, due to resignation or removal, shall be filled using the normal District's protocol for the election of officers.

5. District Staff Liaison

- a. The District shall provide Staff Liaison, selected by the Chief Human Resources Officer, who shall serve in a non-voting capacity, as well as a Committee Secretary for administrative support to the Committee. The Staff Liaison shall work with staff of the Board Services Department to:
  - i. Set the Committee meeting agendas and meeting schedules;
  - ii. Advise the Committee on the goals of the Board of Trustees and Superintendent, and any other relevant activities of the Committee.

- iii. Report to the Superintendent the discussions and activities of the Committee.

### **Procedural Responsibilities**

1. The Committee shall comply with state laws and regulations, and specifically Nevada's Open Meeting Law, Nevada Revised Statutes (NRS) Chapter 241, Meetings of State and Local Agencies.
2. The Committee shall comply with the policies, regulations and procedures of the District, and specifically the District's committee operating procedures.
3. Neither the Superintendent nor the Board of Trustees may delegate the responsibility for final decisions to a committee, because such decisions must, by state law, rest with the Board of Trustees or have been delegated to the Superintendent through Board policy. Committees are not empowered to perform management functions.
4. A committee may be dissolved upon completion of its charge or by action of the Board of Trustees.

### **Duties, Skills and Responsibilities**

1. General
  - a. The Committee members collectively should possess general knowledge of District issues and concerns.
  - b. Members shall be familiar with the policies, regulations, and laws governing the District.
  - c. Members of the Committee shall perform their duties in good faith and in the best interests of the Committee and the District.
  - d. Each member shall serve without compensation.
  - e. Each member is expected to attend the scheduled meetings or inform the Staff Liaison when they will be absent.
2. Member Protocol
  - a. Only the committee as a whole has the authority to act. Individual committee members do not have the authority to direct staff, students, volunteers, and/or parents/guardians.
  - b. Committee members shall review and understand guidance provided in the Procedural Manual for Advisory Committees to the Board of Trustees.

- c. Committee members must follow standard District procedures and regulations.
3. Staff Input
  - a. Each member of the committee will be responsible for reporting any and all information to their respective represented groups for comment and input.
4. Confidentiality
  - a. During the exercise of duties and responsibilities, the Committee members may have access to confidential employee information, to include information covered by the Health Insurance Portability and Accountability Act (HIPAA). The Committee shall have an obligation to the District to maintain the confidentiality of such information.
5. Meetings
  - a. The Committee shall have regularly scheduled meetings to be held from January 1st to December 31st of each year.
  - b. Special meetings may be called at the discretion of the District's Staff Liaison.
6. Meeting Attendance
  - a. Attendance records of all Committee members shall be reviewed by the chairperson on a regular basis.
  - b. Through Staff Liaison, excessive absentees (four or more absences in a year) of a committee member shall be reported to their respective Association.
  - c. Recommendation to remove a member for excessive absenteeism shall be by majority vote of the committee, with final action required by the Superintendent. Respective Association will work to find an immediate replacement for any member who is removed.

### **Reporting Requirements**

1. The Committee has the duty and responsibility to report its activities to the Superintendent. The Committee's reporting requirements are to:
  - a. Report on the scope and breadth of Committee activities so that the Superintendent is kept informed of its work and can take appropriate action.

- b. Provide minutes or a summary of minutes of meetings which clearly record the actions and recommendations of the Committee.
- c. Report on any other matters that the Committee believes should be disclosed to the Superintendent.

**Review and Revision**

- 1. The Board Services Department shall assess and report to the Board of Trustees and Superintendent on the adequacy of these bylaws no less than an annual basis or as necessary. Modifications shall be presented to the Board of Trustees in writing for their review and action.

Date	Revision	Modification
01-10-2017	1.0	Adopted