

## **Employee Benefits Review Committee Employee Benefit Trust**

### **1. Purpose**

The purpose of the Employee Benefits Review Committee (EBRC) is to encourage continuous and varied participation from School Risk and Insurance Management Group members. The Committee in no way wishes to restrict the number of employees who attend from member districts. The EBRC actively encourages discussion from all employees and retirees who attend.

The EBRC shall participate in the formation, deletion, and changes of any insurance policies relating to health and welfare. Projects will include development of new medical, dental and vision plans; revisions to existing plans, and preparation of communications to SRIMG members.

### **2. Membership on Committee**

Members of the EBRC should be selected by the groups they represent. SRIMG recommends that each group choose its representative. Each district will have a maximum of **three voting members** on the Committee. SRIMG feels it is important that all groups are represented on the EBRC from each district. SRIMG recommends that the three voting members be as follows: one certificated, one classified and one retiree. Other possible participation could include: confidential, classified/management, certificated/management, etc.

The EBRC encourages each district to grant release time for employee representatives.

Selected voting representatives will lose their voting privileges if they miss two consecutive meetings. The loss of voting privileges will only extend to the first meeting attended after the missed consecutive meetings.

### **3. Executive Board Representation**

The EBRC will elect **two (2) representatives (advisory seats)** to act as liaison to the Executive Committee. These advisory seats shall be elected for a one-year term. The EBRC recommends that there be one representative from Placer County and one representative from Nevada County. The election process will be discussed at the next-to-last meeting of the school year (usually April) and a vote will be taken at the last meeting (usually May). If one of the advisory seats becomes vacant during the fiscal year, the EBRC can elect a representative to complete the term of the vacant seat.

### **4. Meetings**

Meetings shall be conducted not less than bi-monthly during the school year. Meetings may be held at locations accessible to members, who may meet in sub-groups or in a central location as a Committee of the whole.

**5. Minutes**

A written report from each EBRC meeting (Minutes) shall be delivered at the next Executive Board meeting and contain:

1. Voting members attending
2. Non-voting members attending
3. Subject of votes taken (number of ayes and number of nays)

**6. Communications**

Communication between EBRC/Executive Board may be done through SRIMG personnel. EBRC's informal communication may be done through the EBRC's two advisory seats.