

**Youngstown State University
Health Care Advisory Committee (HCAC)
Policy and Guidelines**

History

One of the primary purposes of the Health Care Advisory Task Force (HCATF), formed in 1993, was to help the University control the ever-increasing cost of health care. The HCATF was formed to include representation from all the bargaining units and the administration. In 2011, the HCAC was created to replace the HCATF.

The Health Care Advisory Task Force (HCATF) was formed in 1993 to assist the University to control an unsustainable health care cost escalation. The HCAFT included representation from each of the four bargaining units and the administration.

Purpose

The charge (created through bargaining agreements) of the committee is to review and assess existing medical, dental, prescription drug, and life insurance benefits currently provided by the University and to explore viable benefit plan options and other cost controlling measures while promoting and enhancing health and wellness. Members of the HCAC may bring forward issues and concerns of which they are aware, representing themselves and their constituents.

Structure

The HCAC has equal representation of the bargaining units and administration. The HCAC is chaired by the Chief Human Resources Officer and co-chaired by an individual selected by the four Union Presidents. The Human Resources Benefits staff and the University's Health Care Consultant are advisors to the HCAC. The Union Presidents are ex-officio observing members only, unless appointed as a voting representative by the bargaining unit. Terms of appointment run from July 1 - June 30; co-chairs are to be notified of newly appointed members by July 1. In the case of abrupt departure of a member, the co-chairs must be notified of a replacement within 30 calendar days. Members, terms, voting status, and appointing authorities are noted below.

Members	Appointed by	Status	Term
Two (2) representatives from each of the Unions: ACE, APAS, FOP, and OEA	Respective Union	Voting	3 years (in conjunction with contract cycles)
Two (2) representatives from YSU Finance and Administration	Vice President of Finance and Administration	Voting	3 years (I in conjunction with ACE/OEA contract cycle, I with FOP/APAS contract cycle)
Two (2) representatives from YSU Academic Affairs	Vice President of Academic Affairs	Voting	3 years (I in conjunction with ACE/OEA contract cycle, I with FOP/APAS contract cycle)
Two (2) representatives from YSU Student Affairs	Vice President of Student Affairs	Voting	3 years (I in conjunction with ACE/OEA contract cycle, I with FOP/APAS contract cycle)
Two (2) representatives from other YSU work units	University President	Voting	3 years (I in conjunction with ACE/OEA contract cycle, I with FOP/APAS contract cycle)
Four (4) Union Presidents	Ex-Officio/Observing	Non-Voting	Ongoing
Chair and Co-Chair		Status	Term
Chair: Chief of Human Resources	Ex-Officio	Non-Voting	Ongoing
Co-Chair: Selected Individual	Appointed by The Four Union Presidents	Non-Voting	Ongoing
Committee Advisors		Status	Term
Human Resources Benefits Staff	Ex-Officio	Non-Voting	Ongoing
YSU Health Care Consultant	Ex-Officio	Non-Voting	Ongoing

Functions

The responsibilities of the HCAC are threefold:

- I. **Review Benefit Designs** for each line of business (medical, dental, **vision**, prescription drug)
 - o Review matters relative to financial performance, vendor selection, plan design, plan performance, **and relevant claim or other plan utilization data**
 - o Review paid claims versus funding data
2. **Explore Options** that are mutually beneficial to employees and the University
 - o Investigate and recommend alternatives/options to maximize effectiveness while helping to control current and future plan costs
 - o Review and make recommendations regarding the Wellness Program
3. Develop **communication initiatives** to **Educate Employees** about their health care plans and programs, **including but not limited to plan utilization and/or resource information to assist in managing health care matters**

Procedures

Meetings and Resources

The HCAC shall conduct monthly meetings **on the third Thursday in the months of February, April, May September and October. The annual review for the MMO renewal will be delivered in April of each year, presented by the University Benefit Consultant. . Special meetings may be scheduled as needed as agreed upon by the HCAC Chair and Co-Chair.** Meetings are open to the University and public via invitation. All meetings will follow an agenda that is compiled by the Chair and Co-chair. Any member who wishes to add items to the agenda will notify the Chair in writing or via email at least 24 hours prior to the start of the next meeting.

The committee Chair, Co-chair, or designee will provide to the **HCAC members a summary of each meeting, including materials and other documents presented at the meeting. Effective by the February, 2019 HCAC meeting, and HCAC link will be added to the Human Resources web site.**

Voting and Recommendations

Discussion on topics will be informal. When formal motions are necessary, they must be proposed, seconded, and approved by majority of voting members in attendance at the meeting.

When a written ballot is necessary, it is to be anonymous and electronic, with a ballot distributed to all voting members. A quorum (12 voting members) is necessary to legitimize **the electronic** vote; decisions are made via simple majority with a **at least five (5) but not more than 7 work** days for return. In cases of a tie vote or in cases where the total number of votes submitted does not constitute a quorum, the matter will be returned for discussion by the full committee, after which voting will be repeated.

Any HCAC recommendation that affects a bargaining contract(s) shall be forwarded to bargaining units for consideration upon recommendation of the Director of Labor Relations.

Any requests for recommendations or information from the HCAC from management or bargaining units must be submitted in writing to the Chief Human Resource Officer. It will then be placed on the agenda for the next available meeting for discussion.