

**Youngstown State University
HEALTH CARE ADVISORY COMMITTEE GUIDELINES**

The Health Care Advisory Committee's purpose is to review and assess existing health care benefit plan options provided to university employees. The Committee will 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, concerns and ideas related to the benefits plans on behalf of their constituents.

The HCAC shall be comprised of sixteen (16) members representing the administration and the collective bargaining units as follows:

Voting members	Appointing authority	Term
Two representatives of APAS	Association Professional Administrative Staff	Initial four-year term beginning September 2024. All subsequent terms shall be three years.
Two representatives of FOP	FOP OLC, Inc.	Initial four-year term beginning September 2024. All subsequent terms shall be three years.
Two representatives of ACE	Association of Classified Employees	Initial four-year term beginning September 2024. All subsequent terms shall be three years.
Two representatives of OEA	YSU Chapter of Ohio Education Association	Initial four-year term beginning September 2024. All subsequent terms shall be three years.
Two representatives of the Finance and Business Operations	VP Finance and Business Operations	Initial four-year term beginning September 2024. All subsequent terms shall be three years.
Two representatives of Academic Affairs	Provost	Initial four-year term beginning September 2024. All subsequent terms shall be three years.
Two representatives of Student Affairs	VP Student Affairs	Initial four-year term beginning September 2024. All subsequent terms shall be three years.
Two representatives of Administration work units	University President	Initial four-year term beginning September 2024. All subsequent terms shall be three years.

CHAIR: The HCAC is chaired by the Executive Director of Human Resources responsible for Benefits. The Co-Chair shall be selected by agreement of the four union presidents.

ADVISORS/OBSERVERS: Human Resources Benefits Staff and University's Health Care Consultant are advisors to the HCAC, unless otherwise appointed as a voting representative by the administration. Union presidents are ex-officio observing members only, unless otherwise appointed as a voting representative by the bargaining unit.

TERM/APPOINTMENTS: September 1 through August 31. The original appointing term in 2024 shall be four years and each subsequent three years. Appointments shall be made at least thirty (30) days prior to the start of the new term or made within thirty (30) days of the departure of a member. Notice shall be provided to co-chairs of any changes.

SCHEDULE OF MEETINGS: Meetings shall be scheduled on the third (3rd) Thursday of February, March, April, September, October, and November each year with special meetings with the chair and co-chair approval.

RESPONSIBILITIES: The responsibilities of the HCAC are threefold: (1) Review Benefit Designs for each line of business. This includes reviewing matters relative to financial performance, vendor selection, plan design, plan performance, and relevant claims or other data plan utilization. (2) Explore options that are mutually beneficial to the university and the employees. (3) Develop communication initiatives to educate employees about their health care plans and programs.

AGENDAS/MINUTES/OTHER MATERIALS: Electronic copies of agendas, materials and minutes will be provided to each committee member in a timely manner by the benefits administrative team whether via email or webpage link. Minutes shall be prepared by a member of the committee on a rolling volunteer basis. Should there be no volunteers, a member shall be assigned for three meetings beginning with the individual with the greatest seniority on the committee.

In keeping with the responsibilities of the HCAC, agendas will be prepared and agreed to by the Chair and Co-Chair with contributions and input from the membership. The presentation topics that shall be covered in each agenda are but are not limited to the following: (exceptions may be made upon agreement of the co-chairs.)

September: Intro for new members and overview of committee changes.

October: Dental and Vision coverage information and updates

November: Overview of Wellness plan for following calendar year.

February: Medical Plan overview and design options

March: Medical Plan overview and design options

April: Annual review for the insurance renewal will be delivered.

VOTING/RECOMMENDATIONS: Discussions shall be informal, and all are encouraged to participate. The University shall consider the HCAC's recommendations that are voted on by the Committee. Formal motions are necessary: they must be proposed, seconded, and approved by the majority of the voting members in attendance at the meeting.

The University shall comply with all public records law as it relates to requests. For the HCAC as a body to make a request for information, it should be submitted to the Executive Director of Human Resources who oversees Benefits. That information request and the information provided will be placed on the agenda as a discussion topic at the next regularly scheduled meeting.