

# **Retiree Health Plan Advisory Board By-Laws - Updated May 8, 2018**

## **Article I**

### **Name**

The name of the organization is the Retiree Health Plan Advisory Board, hereinafter referred to as “the Board” or “RHPAB.”

## **Article II**

### **Purpose and Responsibilities**

Section 1. Pursuant to Administrative Order No. 288 the Board was created to facilitate engagement and coordination between the State’s retirement systems’ members, the Alaska Retirement Management Board (ARMB), and the Commissioner of the Department of administration of the retiree health plan.

Section 2. The creation of the RHPAB will provide an efficient and transparent way to facilitate regular engagement, communication, and cooperation between the Office of the Governor, the ARB, and the Commissioner, and retirement system members regarding the administration and management of the State’s retirement systems.

Section 3. The board is advisory only.

#### Section 4. Duties and Responsibilities

The Board shall review available non-confidential information, hold public meetings, and provide periodic reports to the Commissioner. The periodic reports may include recommendations to the Commissioner related to the health care plans of the State’s retirement systems, including optional life insurance, long-term care insurance, and optional dental-visual-audio programs.

The recommendation must consider:

1. The cost of the services or changes to relative to the long-term and short-term fiscal viability of the plans, including policies to retain prudent reserves in the plans;
2. The affordability of the health care plans from the perspective of plans sponsors, participating employers and plan beneficiaries, including the effect of premiums assets to benefits; and
3. The clarity of the plan to beneficiaries; and the department’s ability to offer consistent, transparent direction and oversight to third party-plan administrators.

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The Board may also submit to the Commissioner, reports to provide input on the performance of service providers including third-party administrators, insurance providers, and annuity providers to the State's retiree health care plans.

### **Article III** **Membership and Terms of Office**

#### **Section 1. Composition**

The RHPAB consists of seven voting members who are appointed by the Governor.

1. One member who is an ARMB trustee by virtue of AS 37.10.210(b)(2)(C) or (D).
2. One member who is a human resources official or financial officer employed by a political subdivision participating in the State's retirement systems.
3. One member who is a Public Employees' Retirement System (PERS) retired member, selected from a list of three individuals nominated by retiree groups that represent PERS members.
4. One member who is a Teachers' Retirement System (TRS) retired teacher or member, selected from a list of three individuals nominated by retiree groups that represent TRS members.
5. One member of the State's retirement system who is a retired member under PERS Tiers I, II, or III, TRS Tiers I or II, or the Judicial Retirement System (JRS).
6. One member who is an active or retired member of PERS or an active or retired teacher or member of TRS who is vested in the PERS Tiers I, II, or II or TRS Tiers I or II retiree plans. If an active member, the person should not be more than five years from eligibility for retirement.
7. One public member who is not a member or beneficiary of the PERS system, the TRS system, or the JRS; this person must have at least five years' relevant experience and expertise in health care administration, finance, or governmental budget issues, or other background helpful to the Board's mission.

The Commissioner or the Commissioner's designee shall serve as a non-voting, ex-officio member of the Board.

#### **Section 2. Term of Office**

1. Each member of the Board shall serve staggered three year-terms consistent with AS 39.05.055(5).

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2. The Governor may choose from the nominee list, request further solicitation, or make an appointment of the Governor's choosing.
3. Members serve at the pleasure of the Governor.
4. If a vacancy occurs on the board, the Governor may appoint an individual qualified for that seat to serve the balance of the unexpired term.

Section 3. Members of the board receive no compensation for service on the Board but are entitled to per diem and travel expenses in the same manner permitted for members of State boards and commissions.

### **Article IV** **Officers**

Section 1. The Board shall annually select from its members a chair and a vice-chair.

### **Article V** **Meetings**

Section 1. The meetings of the Board shall be conducted in accordance with the AS 44.62.310-44.62.319 (Open Meetings Act).

Section 2. The Board shall meet at a date and time set by the Commissioner or the Commissioner's Designee, expected to be quarterly. Board members are entitled to per diem and travel expenses in the same manner permitted members of state boards and commissions for at least one in person meeting per year.

Section 3. Four members-or a majority of the Board if a vacancy exists -constitute a quorum for doing business.

Section 4. Proxy voting is not permitted.

Section 5. Members of the public present at the meeting of the Board shall be offered a reasonable opportunity to be heard in accordance with Board policy.

Section 6: The Board shall keep minutes of all of its board meetings and board committee meetings and a record of all proceedings of the Board. All minutes shall be filed in the office of the Commissioner of Administration and made publicly available.

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## **Article VI** **Committees**

Section 1. The Chair may establish committees as the need arises and shall assign such duties and responsibilities to the committees.

Section 2. Committees of the Board shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board, and act in an advisory capacity, but shall not take action on behalf of the Board.

Section 3. Unless otherwise determined by the Board, committees shall consist of no fewer than two board members and shall serve until the committee is discharged by the Chair of the Board.

Section 4. A committee shall be convened by the committee Chair or designee who shall report for the committee. The committee Chair shall ensure that minutes will be kept and submitted for Board review.

Section 5: Any member of the Board may attend a committee meeting.

## **Article VII** **Parliamentary Authority**

Section 1. Meetings shall be conducted under Robert's Rules of Order, using the current edition, and such amendments of these rules as may be adopted by the Board.

## **Article VIII** **Ethics**

Section 1. Members of the Board shall at all times abide by and conform to the Alaska Executive Branch Ethics Act (AS 35.52).

## **Article IX** **Amendments**

Section 1. The Bylaws, as adopted, may be amended, altered, or repealed at any duly convened meeting of the Board provided that written notice of the proposed

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change(s) has been sent to each Board member at least (30) days before the meeting. Each time the Bylaws are amended the new version shall include the dates of amendment.