CHAPTER 8

CASSIA COUNTY EMPLOYEE BENEFITS ADVISORY COMMITTEE

SECTION:

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2-8-1: **NAME:** The name of the Committee shall be "CASSIA COUNTY EMPLOYEE BENEFITS ADVISORY COMMITTEE," hereinafter referred to as the "Benefits Committee."

2-8-2: **AUTHORIZATION:** The Benefits Committee has been approved, sanctioned and authorized by the Cassia County Board of Commissioners (hereinafter “Board”). Members of this committee shall hold office at the pleasure of the Board.

2-8-3: **PURPOSE AND DUTIES:**

A. Purpose: The purpose of this Benefits Committee is to provide input and recommendations to the Board regarding the adoption, amendment, or change of employee benefits, including, but not necessarily limited to medical insurance, dental insurance, vision insurance, life insurance, short-term disability insurance, flexible benefits plan, paid time off, vacation time, sick leave, and other items or topics as recommended by the Board.

B. Duties: The Benefits Committee will perform research, gather information, and seek the most effective, affordable, and comprehensive benefits package which is economically achievable for the County to provide to its employees. The Benefits Committee shall monitor County benefits, and review and develop proposals for changes, modifications, and improvements to the

plan, and submit proposals and recommendations to the Board for changes. It is also the duty of the Benefits Committee to provide a forum for discussion of existing and potential benefits, dissemination of information to employees, and other matters that are reasonably necessary to the proper and effective function of the County and the benefits that it offers to its employees.

2-8-4: **MEMBERSHIP:**

A. Members of this committee shall hold office at the pleasure of the Board and will serve without salary or wage additional to regular wage as a county employee in an advisory capacity to the Board. In regard to service on this committee, members are not answerable to anyone other than the Board of Commissioners; in order to protect privacy interests as may be needed and required.

B. Members shall be current full-time employees of Cassia County that are deemed by the Board to be in good standing, and may not be employed in a capacity of an elected official for Cassia County. “Good standing” shall be determined by regular attendance at meetings, participation in good faith on the Benefits Committee, and in by the member’s conducting themselves in accordance with Cassia County’s Personnel Policy. Members determined by the Board to not be in good standing will be removed from the Benefits Committee. Further the Board may remove any member of the committee without cause, and at any time.

C. The Benefits Committee will consist of eleven (11) members. In addition to the County Administrator who will serve in the capacity set forth in Section 2-8-5, herein below, each department/office hereafter listed may have a representative on the Benefits Committee: Assessor, Clerk, County Administration, Extension, Mini-Cassia Criminal Justice Center, Misdemeanor Probation, Prosecutor, Public Defender, Sheriff and Treasurer.

D. Appointments to serve as a member of the Benefits Committee shall be made by the Board. The Board may seek recommendations from elected officials, department heads of other committee members, and may also consider requests from interested employees to serve on the Benefits Committee. The Board will consider any such recommendations or requests, but shall in no way be bound thereby. The Board shall seek to have broad representation and balance on the Benefits Committee.

E. Members of the Benefits Committee will be appointed for a term of two (2) years. In order to provide for continuity, the term expiration dates of 50% of the appointees will expire in one year. As long as the appointee is willing to serve, and at the discretion of the Board, a member may be reappointed to any number of successive two (2) year terms.

F. A member of the Benefits Committee may resign from service on the committee by submitting written resignation to the Board of County Commissioners, in care of the Cassia County Administrative Office.

G. A member must be and remain a full-time employee of Cassia County to serve on the Benefits Committee.

2-8-5: **FACILITATION/LIAISON:**

A. The County Administrator will conduct and facilitate the meetings and perform such other duties as pertain to the function of facilitator. It shall be the duty of the facilitator to attend regularly the meetings of the Benefits Committee as a voting member.

B. The County Administrator shall also serve as the liaison between the Benefits Committee and the Board.

C. If the County Administrator cannot be present at the meeting of the Benefits Committee, the County Administrator shall delegate conducting and facilitating functions for that meeting to another member of the committee.

2-8-6: **SUBCOMMITTEES:** Subcommittees may be established and appointed by the County Administrator to assist the Benefits Committee in performance of its functions and assignments. Each subcommittee shall consist of not less than two (2) voting members of the Benefits Committee. Citizens and public officials may be appointed to serve as non-voting members on the subcommittees by the County Administrator.

2-8-7: **MEETINGS:**

A. Locations and Dates:

1. The regular meeting of the Benefits Committee shall be held at the

County Commission Chambers or such other suitable place as may be determined and at a time determined by the Committee. Meetings shall be held as needed and as required to conduct the business and fulfill the duties of the Committee.

2. Special meetings may be called by the County Administrator or through a written request by the majority of the Benefits Committee. The purpose of any special meeting must be stated in the call. Notices of meetings and publication of agendas must comply with Idaho Code, Title 67, Chapter 23, Sections 2340 through 2347, the Open Meetings Law or any successor law.

B. Decisions and Quorums:

1. All actions, recommendations and decisions (other than those specified otherwise in the By-Laws) made by the Benefits Committee must be made by simple majority vote of participating members taken when a quorum of the group is constituted in a lawful meeting.

2. A quorum shall consist of at least six (6) of the eleven (11) members being present at the meeting.

3. All members present at a lawfully called meeting shall be counted to determine the existence of a quorum, even though some of those members may not be participating in the action.

4. Presence of a quorum member may be obtained telephonically if done in accordance with state law.

5. Once a quorum is determined to exist, it shall remain so, until the number of group members present at the meeting shall fall below six (6). When a quorum ceases to be present at the meeting, then the Facilitator shall close the meeting, and no further action shall be taken until a quorum is re-constituted.

C. Procedures:

1. Meetings shall be conducted by the Facilitator or Facilitator's designee. Specifically, the Facilitator is responsible for ensuring: the recording and distribution of meeting notes; that meetings are conducted and facilitated effectively; that meetings are productive and within the scope of the mission and goals of the Benefits Committee.

2. Consideration may be given to the use of a professional facilitator not directly affiliated with the membership, for agendas that may be especially controversial.

3. Each regularly appointed member shall be entitled to one (1) vote on any matter that may come before the Benefits Committee. The vote of the majority of the members present at any meeting attended by a quorum of its members shall be necessary to decide any items. The Facilitator may enter into the discussion of items before the Benefits Committee and may vote on any item of business to come before the Benefits Committee. Any member participating in deliberations shall disclose conflicts of interest on matters before the Committee before deliberations begin.

4. Rules of conduct shall be strictly adhered to through meeting facilitation; members should listen actively; members shall be entitled to speak and be heard; problems and issues will be attacked – not people. Matters coming before the Benefits Committee shall be heard in accordance with the provisions of Cassia County Resolution No. 2002-12-02, or its successor. If the matter is not covered by the provisions of that resolution, then specific rules of conduct or working guidelines may be formally recommended by the Committee to the County Commissioners for adoption by the Commissioners.

5. It shall be the purpose of the Benefits Committee to allow opportunity for all reasonable viewpoints that are relevant to the business of the committee to be expressed in the meetings of the Benefits Committee.

6. Members will be respectful to one another and to guests invited to appear before the committee.

7. Members will contact the County Administrative Office in advance of a called or scheduled meeting to notify if they will be absent.
(*Resolution 2013-001, Adopted January 2013)*