BOARD POLICY - SECTION NUMBER: 07.04.01.01

SUBJECT: BOARD OF COUNTY COMMISSIONERS - INSURANCE COMMITTEE ORGANIZATION AND RESPONSIBILITIES

EFFECTIVE DATE: AUGUST 2, 1989

SUPERSEDES:

Purpose:
The purpose of this policy is to provide a Board of County Commissioners statement regarding the organization and advisory responsibilities of the Insurance Committee in the review and procurement of insurance benefit plans for County employees.

Policy:
The Board of County Commissioners recognizes the need to provide to county employees benefit plans that offer medical, life, disability and other types of group insurance. Also, the Board recognizes the ever rising cost of health care and the increasing complexity of purchasing insurance coverage.

The Insurance Committee is hereby appointed as an agency to act in an advisory capacity to the Board of County Commissioners for the purpose of carrying out responsibilities directed by Board Policy or any otherwise determined by the Board from time to time. As the Insurance Committee fulfills its responsibilities, the Committee shall be guided by several principles, hereby adopted by the Board, as goals toward which the committee shall strive:

Principles:
1. The insurance benefit plan recommended to the Board shall protect employees against financial loss.
2. The insurance benefit plan recommended shall be competitive with other major employers in the area.
3. The insurance benefit plan recommended shall balance employee desires with costs to the County.
4. Managed health care shall be maximized.

Responsibilities:
The Insurance Committee shall evaluate existing insurance plans and recommend either continuance of existing plans with or without changes or procurement of anew benefit plan. If the Board decides to obtain a new plan, procurement shall be by means of a Request for Proposal (RFP). The Board shall direct the County Administrator to draft the RFP with directions as to any specifications which the Board desires to be contained in the RFP.

The County Administrator shall appoint appropriate staff persons to draft the RFP including, but not limited to, at least one (1) designated person from the departments of Human Resources, Purchasing &
contracts, Risk Management, Fiscal, and the Equal Opportunity Office. The services of a benefits consultant on contract with the County also may be used in drafting the RFP.

The draft RFP will be presented to the Insurance Committee for discussion, review, and recommendations. Upon a majority vote, the Insurance Committee shall recommend to the Board of County Commissioners approval of a final RFP.

All proposals submitted in response to the RFP shall be made available for review and copying by individual committee members.

In accordance with Section 112.08, Florida Statutes, only reasonable and timely submitted proposals will be reviewed and scored by the Committee. If desired, the Committee also is authorized pursuant to section 112.08, Florida Statutes, to interview/negotiate with those proposers submitting reasonable and timely proposals. Any question about whether a proposal is reasonable and timely shall be finally determined by the County Attorney's Office with the assistance of the department of Purchasing and Contracts or other appropriate staff, in accordance with current law and principles applicable to an RFP process carried on in the sunshine. Any question as to whether a deviation to a proposal is such as to preclude the proposal from being considered, is a legal determination to be made by the County Attorney's Office.

Attachment
BOCC Insurance Committee Membership and Voting

Approved By: Board of County Commissioners
Approval Date: August 2, 1989
BOARD OF COUNTY COMMISSIONERS INSURANCE COMMITTEE MEMBERSHIP AND VOTING:

The Insurance Committee shall consist of one (1) representative from each constitutional officer and agency with at least 50 employees, and of a representative from the Civil Service Office and the Employee Advisory Committee. Agency shall be defined as those agencies and hiring authorities within Hillsborough County to which the Civil Service Act of 1985, Section 4, applies. (Chapter 85-424, Laws of Florida).

To ensure consistency and stability to the Committee each constitutional officer and agency shall endeavor to send the same representative of one (1) alternate to all meetings of the Committee.

* Each vote of a Committee member shall count as one (1) vote, except the vote of the County Administrator representative which shall be counted four (4) times, and the vote of the Sheriff's Department representative shall be counted two (2) times.

The chairman of the Insurance Committee shall be appointed by the County Administrator. The Committee shall select a vice-chairman from the membership who shall act in the chairman's absence.

All recommendations submitted to the Board for consideration shall be upon a majority vote of the Committee in favor of the recommendation.

All meetings of the Insurance Committee shall be in accordance with the Sunshine Law, Section 286.11, Florida Statutes.

MEMBERSHIP

Clerk of the Circuit Court
* Sheriff's Office (2)
Tax Collector
Property Appraiser
Supervisor of Elections
Port Authority

Civil Service
Employees Advisory Committee
Sports Authority
* County Administrator (4)
Planning Commission
Environmental Prot. Comm.

*Weighted Votes-all members have one (1) vote except the Sheriff (2) and the County Administrator (4).