

Medical Advisory Committee

January 2023

1. Statement of purpose
 - a. The Ventura Unified School District Medical Advisory Committee (MAC) is comprised of representatives from VESPA, VUEA, and VUSD. The purpose of the Committee is to meet with the District's Group Provider Organization (GPO). The Committee's recommendations will be based upon providing employees with a quality Health and Welfare Benefits package at a competitive price.
 - b. Will meet on a regular basis to assess the new GPO, to educate employees about the plan, and to discuss ways to educate employees on choosing future cost saving plans offered by the GPO.
 - c. The committee will also have a goal of offering Health Savings Account (HSA) plans to all eligible employees in the future.
 - d. Monitor the overall costs of medical benefits.
 - e. Recommendations will be passed on to the VESPA-VUEA-VUSD negotiations teams for negotiations.
2. Committee membership (how many, from where)
 - a. Voting Members
 - i. 3 VESPA; up to 3 alternates
 1. Chosen by association president
 - ii. 3 VUEA; up to 3 alternates
 1. Chosen by association president
 - iii. 6 VUSD; up to 6 alternates
 1. Chosen by lead negotiator
 - b. Non-voting members
 - i. Observers
 1. 2 per team
 - ii. Resource/Support
 1. Risk Management
 - c. This list can be modified with the approval of the MAC
 - d. Meeting place
 - i. VUSD meeting rooms unless otherwise noted
 - e. Quorum is
 - i. One member from each group
 - ii. Minimum 9 voting members
3. Frequency- how often we meet
 - a. Minimum of four (4) meetings per calendar year; quarterly
 - b. Meeting calendar will be established by the committee prior to December 15th of each year
 - c. 2023:
 - i. March [early]
4. Chair rotation
 - a. Committee chair annually rotates between VESPA, VUEA, VUSD

5. Meetings shall be during the work day unless otherwise noted
6. Minutes taken
 - a. Risk Management shall take the minutes; to be approved at the following meeting
 - b. Risk Management shall keep the minutes and make them available as requested by the MAC.
 - c. Minutes shall be posted as decided by the MAC and sent to the associations.
7. Committee norms
 - a. To be determined at the first official meeting of the MAC
8. Decision making process
 - a. Decisions shall be made based on available data, research, support and resource personnel expertise, etc.
 - b. **Non-monetary plan changes:** These items do not involve additional costs to the employees and/or to the District. It was agreed that consensus would be utilized for these items and the recommended change would be recorded in the minutes of the meeting.
 - c. **Monetary plan changes and/or major plan changes:** These items would result in additional costs to the employees and/or to the District. This category would also include major changes in the coverage offered. These items will ultimately need to be negotiated as a part of collective bargaining. The committee will investigate alternatives, collect data, and advise their respective teams, but there would not be a “decision” made by the committee. The committee will strive to reach consensus to make a recommendation.
 - d. **Voluntary deductions:** These are optional insurances that are provided to the employees and for which the employees pay the entire costs. It was agreed that consensus would be utilized for these items and any recommended changes (additions/deletions) would be recorded in the minutes of the meeting.
9. Committee goals
 - a. To be decided by the MAC.
 - b. Essential goals for 2023:
 - i. Choosing alternative/additional plans for 1/1/2024
 - ii. Revisit Cash-in-Lieu
 - iii. Investigate HSA options
 - iv. Coordination with section 125 plan
 - v. Create and educate on timeline for processes
 - vi. Others to be determined
10. Marketing
 - a. Coordinate with GPO for marketing/informing to employees
11. Timeline
 - a. Coordinate with GPO and Risk Management for dates for Open Enrollment/etc.
 - b. Rate setting from CSEBO; meet within 30 days once rates are established
 - c. Meet to discuss rates, plans and the medical trigger proximity
 - d. Post Open Enrollment; review changes and employee experience
 - e. September MAC meeting to discuss rate changes
 - i. Generally Renewals approved in August for a January 1 effective dates

- ii. Typically there is a July preview of rates CSEBO
- 12. Wellness program- how the money is distributed
 - a. MAC to design and plan for any Wellness funds from the GPO and approach the GPO for approval for the plan
- 13. Future agenda items
 - a. Agenda shall be created by the MAC chair with input from all MAC members and others.
- 14. This document may be revised at any time with a simple majority of the members present of the MAC