

BY- LAWS OF THE BENEFIT INFORMATION COMMITTEE (BIC)

ARTICLE I: PURPOSE OF THE BENEFIT INFORMATION COMMITTEE

The purpose of the Benefit Information Committee, hereinafter called BIC, is to engage employees in decision-making regarding their health insurance plans by making data-driven recommendations to the Mercer-Auglaize Benefit Trust Governing Board to assist in more effectively managing the Mercer-Auglaize Benefit Trust (MABT). The BIC will have access to all trust information (as appropriate for patient confidentiality)

ARTICLE II: STRUCTURE OF THE BIC

Section 1: Membership

Each member district of the MABT shall appoint three (3) representatives to the BIC. Districts are encouraged to name one teacher, one classified employee, and one administrator.

Section 2: Voting Privileges

Each appointed representative will have one vote in the meeting of the whole group and at the subcommittee meetings. If a BIC member is unable to attend any meeting, the individual district may send a substitute as its voting member. The maximum number of votes of any district is three (3).

Section 3: Officers

The officers shall be a chairperson, vice chairperson and secretary. The officers shall be elected to their position. Nominations can be made in writing or received from the floor at the annual meeting. The vice chairperson will normally assume the role of chairman upon the retirement of the chairperson. An individual who is neither a voting member of the Governing Board nor an elected school board member of the district s/he represents shall fill the position of chairperson.

Each officer shall assume the duties and responsibilities normally associated with that position. The term of office shall be for a period of one year, but the voting members may elect an officer to a subsequent term upon affirmation. It is recommended that a person serve no more than three years in any one position if another person is willing to serve and is considered by the voting members to be a suitable candidate.

Section 4: Subcommittees

The subcommittees are the key to the success of the BIC. All members are expected to serve on a subcommittee. Members may serve on more than one subcommittee if they desire. A chairperson will be selected by each subcommittee and may be reappointed. An individual who is neither a voting member of the Governing Board nor an elected school board member of the district s/he represents shall fill the position of chairperson.

The duty of the subcommittee chairperson shall be to facilitate discussion among the group, communicate regularly with its members and others as necessary to accomplish the subcommittee's goals, and to report the subcommittee's activities to the BIC. No prior knowledge of the medical field or insurance is required.

There are five basic subcommittees dealing with the major areas of concern. The areas are medical, dental, prescription drugs, communication and wellness. Additional subcommittees can be formed at any time to deal with specific projects. All of these subcommittees shall review issues related to their area and, if needed, make recommendations to the entire BIC membership.

Section 5: General Meetings

The BIC will meet at least three (3) times a year during the normal school year. The last meeting of the school year will be considered the annual meeting during which officers are selected. The member districts have agreed in advance to excuse their employee representatives to attend these half-day meetings. The meeting dates for the next year will be determined, when possible, at the last meeting of the prior year.

The chairperson of the BIC shall send a reminder notice via electronic mail to all members of the BIC no later than three days in advance of the meeting date. The notice shall include an agenda and minutes of the previous meeting.

These meetings will provide a forum for a variety of topics related to the health and welfare of the group. Each subcommittee chairperson will update the group on the progress of items under review by their committee. Recommendations from a subcommittee will be presented to the group at these meetings. Recommendations to the trustees of the Mercer Auglaize Benefit Trust will be discussed and voted on at these meetings. A quorum of the BIC shall be a simple majority of the authorized BIC members.

The secretary shall record the proceedings of all meetings and forward them within ten (10) days after the meeting via electronic mail to the chairperson for review in cooperation with the secretary. The chairman shall distribute the minutes to all BIC members via electronic mail after corrections or clarifications, if any, have been made.

ARTICLE III: PROCESS FOR ADOPTION OF CHANGES

Section 1: Submission of Ideas, Problems or Concerns

The first step in the process is for any eligible employee at any of the member districts to submit a suggestion or request to the BIC. These requests should come through the BIC representative of the employee's member school. The BIC chairperson will assign the project to the proper subcommittee.

Section 2: Subcommittee Review and Recommendation

The subcommittee will review all requests and make a determination whether the request is reasonable and what, if any, economic impact it would have on the Trust. Based on the facts and information gathered during the review process, the subcommittee will submit its recommendation(s) in the form of a proposal with full explanation of the benefits of its adoption to the BIC members and will call for a vote among the members present. The decision will be based on a simple majority vote. A negative vote results in the proposal going back to subcommittee where it can be dropped or revised for further consideration. A positive vote sends the proposal to the member districts for a vote.

Section 3: Approval and Recommendation to Districts

A thorough explanation of the proposal, including the recommended implementation date, will be composed by the Trust consultant in cooperation with the subcommittee chairperson and distributed to each of the districts. A date will be designated for return of results from each district.

Section 4: Approval of Recommendation by Districts

All employees who are eligible to enroll in the health care policies offered by the Trust shall be given an opportunity to vote on any recommendation for a change in benefits or procedures. The district representatives shall be responsible for ensuring their district employees have an opportunity to hear a detailed explanation of the proposal before asking for a vote. Districts are encouraged to use a written ballot for voting.

After the vote has been tallied, a district representative shall communicate results of the vote in writing to the chairman of the BIC by the designated date. The recommendation of the BIC shall be considered adopted if the majority of districts representing at least 75% of the employees return an affirmative vote.

Section 5: Recommendation to the Trustees

Assuming the majority of the member districts vote to adopt a proposal, the official BIC recommendation shall then be presented to the trustees for final approval in accordance with the Mercer - Auglaize Benefit Trust amended Fund Trust Agreement. The Trustees can elect to approve the change, modify it, send it back to the BIC for further review, or deny the request in its entirety.

ARTICLE IV: ADOPTION OF APPROVED CHANGES

Once the recommendations have been made, any district that chooses not to adopt the trustee-approved plan has one year from the date of adoption in which to approve the Mercer - Auglaize Health Plan changes. During that year, the member district may continue in its current plan at the special premium rate set by the consortium for that district. Any member district that does not approve the adopted plan within one year will be terminated from the consortium as set forth in the bylaws of the Mercer-Auglaize Benefit Trust.

ARTICLE V: EXPENSES OF BIC OFFICERS AND REPRESENTATIVES

The trustees of the Mercer Auglaize Benefit Trust may authorize reimbursement of reasonable and necessary expenses of the BIC and its officers and representatives. All such expense must be approved in advance. The BIC chairperson prior to submission to the trustees must approve all requests.

ARTICLE VI: CONCLUSION

These bylaws shall take effect upon an affirmative vote of the members of the BIC on the date set forth with the signatures below. Modifications to the bylaws may be made in the future after review and upon a vote of the membership.

Approved: November 16, 2006
Date

MERCER-AUGLAIZE BENEFIT INFORMATION COMMITTEE

By: _____
Helen Uhlenhake, BIC Chairperson

By: _____
Patrick Niekamp, Trust President