



**CLARKSVILLE-MONTGOMERY COUNTY
EMPLOYEE INSURANCE TRUST MEETING
PROCEDURE (BEN-P008)**

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process in which Clarksville-Montgomery County Employee Insurance Trust meets and deals with group insurance related issues.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Benefits Associate
- 2.2 Human Resources (HR) Director

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Human Resources Officer

4.0 DEFINITIONS:

- 4.1 Appeals: includes but not limited to wellness and group insurance
- 4.2 CMCE: Clarksville-Montgomery County Employee
- 4.3 CMCE Insurance Trust Committee: consists of 16 voting members from the Teacher Association, Classified Staff, Administrators and the County

5.0 PROCEDURE:

- 5.1 The CMCE Insurance Trust Committee meets on a bi-monthly basis or as needed to oversee the activities of the self-funded medical and dental programs and on-site health care, including written and personal appeals and complaints, benefit changes, premium changes, financial review and other areas as explained in the Agreement and Declaration of Trust.
 - 5.1.1 HR Director prepares the agenda based on subjects that need review.
 - 5.1.1.1 The agenda packet will include but not be limited to written appeals, financial reports, last meeting minutes, claims activity reports and special
- 5.2 Meeting is called to order by the chairperson.
- 5.3 The agenda is followed (with some flexibility) addressing all items listed.
- 5.4 Committee discusses and votes on other issues that effect benefits, i.e. rate changes, benefit changes, etc.
- 5.5 Committee reviews appeals that are on the agenda with handout information, which has been identified for the committee in order to make a determination of the circumstances.
 - 5.5.1 Members will not review personal health information during the meeting if outside personnel are present.



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- 5.5.2 Once all data has been reviewed, committee will vote to determine appeals.
- 5.5.3 Committee votes on the appeals, which are recorded in the minutes.
- 5.5.4 Appeal information is handed to the secretary at the conclusion of the meeting for appropriate disposition.
- 5.6 The meeting is adjourned with announcement of next meeting time and date.
- 5.7 HR Director is responsible for preparing letters of notice to the appellants with the committee's determination of the appeal for the chairperson's signature.
- 5.8 Benefits Associate is responsible for transcribing minutes and assuring approval of the minutes and filing accordingly.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Agenda and Agenda Packet
- 6.2 Appeal Information
- 6.3 Letter of Notice to Appellant
- 6.4 Agreement and Declaration of Trust

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Documents listed under 6.0	Benefits Office	Indefinitely	Permanent	Secured Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
10/22/03		Initial Release
12/04/06	A	Change 2.1, add 2.2, change number of voting members, add on-site health care to 5.1, change benefits manager to Assistant HR director throughout, update flowchart
6/24/08	B	Change Assistant HR Director to HR Director and Approval to Chief HR Officer, update flowchart to reflect the same.
12/05/08	C	Add employee to title, scope, 4.2, 4.3, 5.1 and flowchart, change 15 to 16 in 4.3



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9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

***** End of procedure *****

