

Section #170: Health Care Fund Procedures

170.1 Introduction

Procedures:

1. The County Manager will appoint a Healthcare Fund Management Team (HFMT) to review healthcare utilization, identify trends, analyze data, estimate costs, recommend premiums and cost sharing, and consider plan design. This team will be comprised of the following positions:
 - County Manager or his/her designee(s)
 - Director of Financial Management or his/her designee(s)
 - Health Insurance Program Manager
 - Director of Human Resources or his/her designee(s)
 - Director of Budget and Financial Planning or his/her designee(s)
 - Director of Legal Services or his/her designee(s)
 - At-large member from the Infrastructure area (this position will rotate every two years)
 - At-large member from the Human Services area (this position will rotate every two years)
 - At-large member to represent the governing boards (Airport, Developmental Supports, Library, Mental Health, Park and Recreation); this position will be reviewed annually by the County Manager or his/her designee in conjunction with the Executive Directors of the governing boards
 - At-large member to represent elected officials (District Attorney and Sheriff); this position will be reviewed annually by the County Manager or his/her designee in conjunction with the District Attorney and the Sheriff
2. The County Manager or his/her designee is responsible for providing strategic oversight of the health insurance program.
3. The Director of Financial Management is responsible for providing oversight of day-to-day management of the health insurance program, including supervision of the Health Insurance Program Manager.
4. The Health Insurance Program Manager is responsible for providing day-to-day management of the health insurance program, coordinating periodic meetings of the HFMT, and coordinating County interaction with external consultants.
5. The Director of Human Resources or his/her designee(s) is responsible for assisting the Health Insurance Program Manager with health insurance plan design as it relates to the County's overall compensation philosophy.
6. The Director of Budget and Financial Planning or his/her designee(s) is responsible for assisting the Health Insurance Program Manager with financial projections for the Health Care Fund.
7. The Director of Legal Services or his/her designee is responsible for assisting the Health Insurance Program Manager with legal issues related to the health insurance program.