Process Discussion Follow-up: Requests to Consider Benefit Changes

Board of Trustees Meeting

July 26, 2013

A Division of the Department of State Treasurer

Proposed Policy

- Pursuant to 135-48.30 the State Treasurer sets benefits subject to the approval of the Board of Trustees

- Proposed Board of Trustees Policy:

  In fulfilling its mission to improve the health and health care of North Carolina teachers, state employees, retirees, and their dependents it is the policy of the Board of Trustees to provide a forum for people and groups wishing to propose changes in benefit coverage.

Process – Step 1

- Requestor completes a "*Request Form for BOT Consideration of a Change to SHP Benefits"* and submits to BOT/Plan by email, etc.

- The following information is provided in the Form:
  - Name of Requestor
  - Requested Change
  - Rationale for Request
  - Proposed Effective Date
  - Supporting Documentation
  - Contact Information

Process – Step 2

- Staff will receive and review the request. Staff may request clarification or additional information from the Requestor as appropriate.

- Staff provides the request to the Subcommittee members and facilitates date for review.

- Prior to the date for review, the Chair of the Subcommittee may request that staff gather additional information for the Subcommittee's consideration.

- Chair of the Subcommittee may ask the Requestor to make a presentation to the Subcommittee regarding the proposed change or be available to answer questions the Subcommittee may have about the request.

Process – Step 3

- Subcommittee reports the results of its review to the Chair of the Board of Trustees along with a recommendation to deny the request or give the request further consideration.

- Communication to Requestor, the Chair and the Board of Trustees regarding Subcommittee's recommendation.

- The Chair of the Board of Trustees will consider the recommendation of the Subcommittee and set the Board agenda accordingly as defined by GS 135-48.30.

Next Steps

- Identify Subcommittee members and Chair
- Identify frequency of Subcommittee meetings
- Draft resolution for establishing the Subcommittee
- Develop charter
- Draft policy
- Vote on the above at next BOT meeting