



COUNTY ADMINISTRATOR'S OFFICE

PIMA COUNTY GOVERNMENTAL CENTER
130 W. CONGRESS, TUCSON, AZ 85701-1317
(520) 740-8661 FAX (520) 740-8171

C.H. HUCKELBERRY
County Administrator

CHARTER Of The PIMA COUNTY HEALTH INSURANCE BENEFIT AND WELLNESS ADVISORY COMMITTEE

Section I. Authority and Purpose

- A. Authority: By authority of the Pima County Board of Supervisors, there is hereby constituted the Health Benefits Advisory Committee to the Pima County Administrator. This Charter is established to set forth the rules which shall govern the Health Benefits Advisory Committee, hereinafter referred to as the Committee.
- B. Purpose: The purpose of this Charter is to establish the membership and procedures for operation of the Committee.
- C. Mission: The mission of the Committee is to advise the Pima County Administrator concerning health benefits for County employees.
- D. Value: It is the goal of this Committee to function cooperatively in a spirit of consensus to achieve the stated mission.

Section II. Organization and Administration

- A. Responsibilities of the Health Plan Advisory Committee:
 - 1. Advisory: The Committee shall make such recommendations to the Pima County Administrator for health benefits as may

be appropriate based upon direction from the County Administrator.

2. Financial Review: The Committee shall review, as necessary, financial information of the County Health Benefits and consider this information in any recommendations

B. Membership of the Committee: The Committee shall be composed of the following members:

1. Three members appointed in writing by Service Employees International Union of Arizona (SEIU).
2. One member appointed in writing by the Pima County Deputy Sheriff's Association (DSA).
3. One member appointed in writing by the Pima County Sheriff's Department Fraternal Order of Police, Lodge #20 (FOP#20).
4. One member appointed in writing by the Pima County Corrections Association (CA).
5. Three unaffiliated County employee representatives, appointed in writing by the Pima County Administrator.
6. Ex officio to this committee will be the Health Insurance and Benefits Consultant, Mr. Paul Zucarelli, the Director of Human Resources and the Human Resources Division Manager for Benefits

C. Chairperson: The Director of Human Resources shall preside at all meetings of the Committee, sign official documents of the Committee, and speak on behalf of the Committee when so requested by the Committee.

D. Meetings: All meetings shall be attended by the Committee members themselves only. Other individuals may attend subject to approval by the Committee.

E. Quorum: Six members of the Committee shall constitute a quorum for the transaction of business. No formal action shall be taken by the Committee unless it is adopted by the concurring votes of a majority of those present constituting a quorum in any meeting. A quorum shall include the following:

- Two members from SEIU
- Two members total from the three associations for DSA, FOP#20, and/or CA.
- Two member's from unaffiliated employees.

- F. Communication: No individual member of the committee may communicate on behalf of the Committee without the specific authorization of the Committee.

- G. Minutes: The Committee shall maintain minutes of all its meetings. All recommendations shall be entered in the Committee's minutes, and maintained available in the Department of Human Resources.