

**CHARTER OF THE
BREVARD COUNTY PUBLIC SCHOOLS
SUPERINTENDENT'S INSURANCE ADVISORY COMMITTEE**

WHEREAS, The School Board of Brevard County, Florida, a corporate body existing under the laws of the State of Florida (the "School Board") is responsible to establish policies ([po1010](#)) and the Superintendent is responsible for the development, supervision, and operation of the school program and facilities; and

WHEREAS, The Superintendent recognizes the need for an independent committee to advise, assist, support, advocate and report to him or her on matters that will strengthen the health insurance trust fund and health plan benefits for School Board employees, retirees, and their respective dependents; and

WHEREAS, The Superintendent will consider, but is not obligated to put into place any recommendation submitted to her or him by the committee for any program improvement and policies which affect employee health insurance (which includes prescription drugs) and its trust fund. It is the role and sole prerogative of the Superintendent to make recommendations to the School Board. The committee's role and sole prerogative is to advise the Superintendent on health plan benefits for employees, retirees, and their respective dependents; and

WHEREAS, The Superintendent wishes to confirm and clarify the powers, duties, responsibilities and procedures of this committee;

NOW THEREFORE, the Superintendent formally acknowledges the following Charter:

ARTICLE I: NAME

The committee shall be officially known as the SUPERINTENDENT'S INSURANCE ADVISORY COMMITTEE (SIAC).

ARTICLE II: POWERS, DUTIES AND RESPONSIBILITIES

It shall be the responsibility of the SIAC to provide the Superintendent with recommendations related to the financial health of the Health Insurance Trust and operation of the Health plan(s) to address any projected shortfall and improve health plan offerings. SIAC members shall be guided by the following as they engage in this responsibility:

1. SIAC is authorized to research and investigate, as necessary, to fulfill its duties and responsibilities as stated herein.
2. SIAC shall research and investigate to ensure that expenditures regarding health care are appropriate and are in compliance with applicable policies, procedures, and the Health Insurance Portability and Accountability Act.
3. SIAC shall work cooperatively with the Superintendent of Schools (the "Superintendent") and his or her Director of Employee Benefits and Risk Management to accomplish its goals and objectives.
4. SIAC shall not have the authority to make any decisions on behalf of the School Board, nor shall it make or implement policy.
5. SIAC shall comply with the School Board's policies regarding non-discrimination.
6. SIAC shall provide written reports of their recommendations regarding the relevant findings of SIAC on a frequency to be determined by a majority of the SIAC members, but not less than once each year.
7. SIAC member recommendations shall be without bias or conflict of interest, real or perceived, due to their career or business affiliations. Unions (BFT and Local 1010) will still have right to vote on recommendations to superintendent.

ARTICLE III: RESPONSIBILITIES OF THE SUPERINTENDENT

1. The Superintendent, through his/her Director of Employee Benefits and Risk Management, shall provide the SIAC with all relevant information pertaining to the use of health insurance trust funds on medical expenditures, devoid of individually identified health records, on a quarterly basis. Such information shall be in electronic format and hard copy reports.

2. The Superintendent, through his/her Director of Employee Benefits and Risk Management shall provide the SIAC with work and meeting space, supplies, and assistance for the SIAC to fulfill its duties and responsibilities.

ARTICLE IV: MEMBERSHIP

1. SIAC shall be comprised of no less than seven (7) and no more than ten (10) members.
2. SIAC Members shall be residents of Brevard County who are employed by or retired from the School Board. No member with a conflict of interest as defined in [Section 112.33 F.S.](#), or with a perceived conflict of interest due to their career or business affiliations, shall be approved as a member of SIAC or continue to serve on SIAC.
3. The composition of voting members on the committee shall be as follows:
 - Brevard Federation of Teachers Union representatives – 3
 - Local 1010 Union representatives – 2
 - Non-bargaining representative – 1
 - Brevard Association of School Administrators representative – 1
 - Employee Benefits representative – 1
 - Retiree representative – 1
4. The following staff or his/her designee shall attend and/or be available to SIAC during the regularly scheduled meetings:
 - Director of Employee Benefits and Risk Management – 1
 - Chief Financial Officer – 1
 - Chief Human Resources Officer – 1
 - School Board Representative - 1
5. Replacement of SIAC voting members shall be made at the recommendation of their respective unions or, for non-union members by the Director of Employee Benefits and Risk Management.
6. Members shall volunteer their services and shall not be compensated in any manner. The Superintendent may, at his/her sole discretion, reimburse a member's out of pocket expenses reasonably incurred in the performance of their duties as a SIAC member, in accordance with the then-normal reimbursement policies and procedures of the School Board.
7. Members shall endeavor to avoid any situation that might give rise to a conflict of interest, real or perceived, with respect to their participation on SIAC and shall promptly notify the Superintendent upon becoming aware of any such conflict or potential conflict. Members shall contact the Director of Employee Benefits and Risk Management if, during their service as a member of SIAC, a prerequisite for SIAC service is no longer met by the member. A member may be removed by a majority vote of the SIAC.

ARTICLE V: OFFICERS

1. The officers of the SIAC shall consist of a Chairman, and Vice Chairman. The officers shall be members of SIAC and shall be elected for a one (1) year term by a majority of the then-current SIAC members at the first regular meeting of each calendar year. Officers may serve consecutive terms with no limit to the number of terms.
2. Chairman: The Chairman shall preside over the meetings of the SIAC and may coordinate sub-committees to undertake activities on behalf of the SIAC in meeting its duties and responsibilities as indicated in Article II. The Chairman shall have the power to call regular and special meetings of the SIAC. The Chairman or Director of Employee Benefits and Risk Management shall be the official spokesman for the SIAC.

3. Vice Chairman: In the absence of the Chairman, or in the event of the Chairman's inability or refusal to act as determined by a majority vote of the SIAC, the Vice Chairman shall perform the duties of the Chairman, and when so acting shall have all the duties of, and be subject to all the restrictions upon, the Chairman. The Vice Chairman shall perform such other duties as may be assigned by the Chairman.

ARTICLE VI: MEETINGS

1. SIAC shall hold at least six (6) regular meetings, every other month. Special additional meetings may be called by the SIAC Chairman or the Director of Employee Benefits and Risk Management. All meetings shall be held at such time, date and place as determined by the SIAC Chairman or by the Director of Employee Benefits and Risk Management.
2. All SIAC meetings shall be publicly noticed according to [Chapter 286, F.S.](#) (Florida's Sunshine Law) and open to the public.
3. Meetings shall be conducted under Robert's Rules of Order. Procedures and policies of internal governance not specifically stated herein shall be established by the members.
4. The presence of a simple majority of the then-current members, in person or by telephone or Internet, shall constitute a quorum. There shall be no voting by proxy.
5. Members shall recuse themselves from a vote on any matter where conflict of interest, real or perceived, may exist which might affect their impartial evaluation of the matter under consideration. If a member doesn't self-recuse, another member can ask that individual for recusal.
6. Minutes shall be taken at each meeting. All meeting minutes shall be reviewed and approved by a majority of the members prior to being submitted to the Superintendent. The Superintendent shall archive and publish the meeting minutes as required by law and School Board policy.
7. SIAC, its sub-committees and the members of SIAC shall comply with [Chapter 286, F.S.](#) (Florida's Sunshine Law) and [Chapter 119, F.S.](#) (Florida's Public Records Act). Meetings may be audio and/or video recorded.
8. Committee recommendations and reports will be submitted in writing to the Committee as part of the meeting agenda process. Meeting Agendas and reports will be submitted to the Committee at least one (1) week before the meeting.
9. Members may make requests of district staff for/to review data and at the time of request, shall state the purpose for their data request. At no time should a member of SIAC approach a vendor directly with requests for data. Upon receipt of such request, District staff will make every effort to ensure a timely response to the member. As needed, communication between the member, staff, benefit vendor, and the benefits office consultant will occur. The final data analysis will be presented to the committee at an upcoming meeting.
10. Members are expected and encouraged to discuss the BPS health insurance trust fund and SIAC recommendations with their representative groups. Members shall not report opinions expressed in meetings, nor shall they report their opinions independently on committee action.
11. Committee recommendation shall be made by consensus of the voting members. A formal vote shall be taken when a decision is required and is to be documented for future reference in response to an action item or if the decision required referral to a higher authority level.
12. Members who are absent without reasonable cause from three (3) consecutive meetings will be considered to have resigned their seat.
13. Members are expected to: Be respectful, fair, and civil; value diversity of opinion and contributions of others; avoid all forms of bullying, harassment, illegal discrimination, threats, or violence; promote conflict resolution; and treat all meeting attendees with respect. Members who fail abide by this standard of conduct will receive a written warning for the first offense and a final written warning or suspension for a second offense.

ARTICLE VII: AMENDMENT

1. The Superintendent shall have the power to amend this Charter as necessary.

ARTICLE VIII: ACKNOWLEDGEMENT

_____ Date: _____
Mark W. Mullins, Ed.D., Superintendent

Rev:	Date	Revision Control	Initiated By:
1.0	08/29/2021	Update	Employee Benefits and Risk Management
2.0	09/25/2021	Update number of BFT and 1010 employee members; delete Financial Services Representative as voting member; removal of word "capital" on page 1, Article II, number 2	Human Resources