

**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.

2.0 RESPONSIBILITY:

- 2.1 Benefits Associate

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

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Human Resources Officer (CHRO)

4.0 DEFINITIONS:

- 4.1 Appeals: Requesting a review of a decision denial by a vendor includes, but not limited to, wellness and group insurance
- 4.2 CMCE: Clarksville-Montgomery County Employee
- 4.3 CMCE Insurance Trust: consists of 17 voting members from Certified Teachers, Classified Staff, Administrators and the County

5.0 PROCEDURE:

- 5.1 The CMCE Insurance Trust meets on an as needed basis to oversee the activities of the self-funded medical, fully insured dental and vision 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 CHRO 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, meeting minutes, claims activity reports and other items as requested

- 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 Discuss and vote on issues that affect benefits, i.e. rate changes, benefit changes, etc.

- 5.5 Review 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 Once all data has been reviewed committee members vote to determine whether appeal is approved or denied.

- 5.5.2 Vote on the appeals, which are recorded in the minutes.

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5.5.3 Appeal information is handed to the Benefits Associate 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 Benefits Associate is responsible for preparing letters of notice to the appellants with the determination of the appeal for the chairperson's signature.

5.8 Benefits Associate is responsible for preparing 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:

Identification	Storage	Retention	Disposition	Protection
Documents listed under 6.0	Benefits Office	Indefinitely	Permanent	Secured Building

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
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
2/8/12	D	Deleted "Committee", Deleted 5.5.1, added to 4.1, 5.1, 5.1.1.1, 5.5.3. Changed Secretary to Benefit's Associate, in 5.7 changed HR Director to Benefit's Associate. Updated logo.
1/19/15	E	Minor grammatical changes to 5.1

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10/5/16	F	Removed 2.2. Updated 5.1.1 and 5.5.1.
1/17/18	G	4.3 changed 16 to 17 members.
12/12/18	H	5.1, added vision to list of programs. Reviewed for spelling and grammar.
11/7/19	I	4.3, removed teacher association.

***** End of Procedure *****