



*North Carolina*  
**State Health Plan**  
FOR TEACHERS AND STATE EMPLOYEES



## **Process Discussion Follow-up: Requests to Consider Benefit Changes**

*Board of Trustees Meeting*

September 27, 2013

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*A Division of the Department of State Treasurer*

# Proposed Policy

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- 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 or groups wishing to propose changes in benefit coverage.

# Process – Step 1

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- 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

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- Requests will be provided to the BOT as received.
- For Calendar Year 2013, the November BOT meeting will be used to review requested changes.
- Thereafter, requests will be reviewed at the July BOT meetings.
- Persons requesting to address the Board at the annual meeting may be allowed to speak or present at the discretion of the Treasurer. The Treasurer may also invite persons requesting changes to speak at the annual meeting.

# Proposed Additions to the Bylaws:

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- Article IV, Meetings, revised to add:  
Annual Meeting to Consider Changes to SHP Benefits: One meeting per year will be used to review requests made by parties outside of the Plan for changes in coverage under the health benefit plans.
- Article V, Operations, revised to add:  
Appearance Before the Board at the Annual Meeting to Consider Changes to SHP Benefits: Individuals or who wish to appear before the Board shall make their request in writing to the Chairperson at least two (2) weeks in advance of the Annual Meeting. The written request shall include a *Request Form for BOT Consideration of a Change to SHP Benefits* if not previously submitted. The chairperson, at his or her discretion, may approve the request and allot a reasonable time for presentation. The Chairperson shall limit presentation as necessary to maintain the timely conduct of business by the Board.

# Current Bylaws Provide:

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- Appearance Before the Board: Individuals or groups who wish to appear before the Board shall make their request in writing to the Chairperson at least seven (7) days in advance of the next regularly scheduled meeting. The Chairperson, at his or her discretion, may approve the request and allot a reasonable time for presentation. The Chairperson shall limit presentation as necessary to maintain the timely conduct of business by the Board.

# Next Steps

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- Revise bylaws.
- Develop external procedure.