



EL PASO COUNTY RISK POOL BOARD

Board Overview

The Board acknowledges these purposes for its creation and supervision of the operation of the Risk Pool:

Benefits to Employees. To provide uniformity in benefits including group medical, dental term life and accidental death benefits and long-term disability coverage to employees of El Paso County.

Quality of Benefits. To enable El Paso County to attract and retain competent and able employees by providing them with benefits at least equal to those commonly provided in private industry.

Promotion of Employment. To foster, promote, and encourage employment by and service to El Paso County as a career profession for persons of high standards of competence and ability.

Protection of Investment. To recognize and protect El Paso County's investment in each permanent employee by promoting and preserving economic security and good health among those employees.

Standards of Employer-Employee Relationships. To foster and develop high standards of employer-employee relationships between El Paso County and its employees.

Benefits to Elected Officials. To recognize the service to El Paso County by elected officials by extending to them the same benefits as are provided for El Paso County employees.

Retirement. To recognize the long and faithful service and dedication of employees of El Paso County and to encourage them to remain in service until eligible for retirement by providing health benefits to those employees.

Appeals. To treat with dignity each employee who may have an appeal before the Board due to a complaint on benefits, claims processing, participating providers, etc., and to assure adherence to guidelines.

Duties

The Board shall be responsible for supervising the operation of the Risk Pool which includes, but is not limited to, the following:

A. To determine the need for, and establish, all general policies to be implemented in the operation of the Risk Pool. The Board shall concern itself primarily with matters of principle and policy, seeking advice from whatever sources it deems advisable. It will delegate the administrative responsibilities to the contracted third party administrator, who shall administer the group health benefit program as described in the basis for quotation and as defined in the Plan Document.

B. To hear and take final action on appeals that come before the Risk Pool Board due to complaints on benefits allowed or denied, claims processing, customer service, participating providers, or any other aspect of the operation of the plan after the complainant has followed the proper procedure outlined in the Plan Document.

C. To analyze and approve an annual budget for the Risk pool and submit in a timely manner to the Commissioners Court of El Paso County during their scheduled budget process. The submittal will be in accordance with law, and include any and all necessary budget recommendations pertaining to the contribution levels for the employees and their dependents and costs involved in operating the Risk Pool.

D. To receive reports from and oversee the County Auditor's investment of the Risk Pool's money as outlines in Article XIV of the Bylaws, in accordance with Chapter 172 of the Texas Local Government Code.

E. To employ independent outside auditors to make annual audit of the Risk pool's money and investments as outlined in Article XV of the Bylaws, in accordance with Chapter 172 of the Texas Local Government Code. This audit may be conducted in the scope of the annual audit by independent auditors of the County Auditor at the discretion of the Board.

F. To promulgate rules and regulation for the operation of the Risk Pool.

G. To consider recommendations from the third party administrator, legal counsel, consultant and staff concerning matters needing action deemed appropriate under the policies and procedures set forth in the Bylaws and in accordance with Chapter 172 of the Texas Local Government Code.

H. To review proposed Bylaws, rules, and regulation, or amendments thereto as recommended by appropriate parties and to adopt, amend or reject said recommendations.

I. To review, approved and monitor the administration by third party administrator of the Risk Pool to assure high quality of the program.

Qualifications

Trustees who act as fiduciaries for the Risk Pool must have at least 16 hours of combined professional instruction either by attending a seminar or by other modes of instruction with four hours of instruction in each of the following areas:

A. Law governing the establishment and operation of risk pools by political subdivisions;

B. Principles of self-insurance and risk pools, including actuarial and underwriting principles and investment principles;

C. Principles relating to reading and understanding financial statements; and

D. The general fiduciary of trustees.

Seats

The Board shall consist of those trustees appointed by Commissioners Court of El Paso County.

Term

The Board shall consist of those trustees appointed by Commissioners Court of El Paso County. The duration period for each term of office shall be two years, not including completion of term due to a vacancy. Terms are to be staggered.

Meeting Times

The regular meetings are held on the 3rd Wednesday of each month in the Auditors County Conference Room at the MDR Building, Suite 406 at 1:30 p.m.

Submit Application & Background Investigation to the
El Paso County Human Resources Department at:

800 E. Overland

Room 223

El Paso, TX 79901

Phone: (915) 546-2218

Fax: (915) 546-8126

Email: humanresources@epcounty.com

Board Liaison:

Human Resources Department

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