



**Los Angeles Community College District  
District-wide Governance Committee  
Self Evaluation Form**



**Committee Name:** Joint Labor/Management Benefits Committee

**For Academic Year: 2011-2012**

**Date of Self Evaluation: November 20, 2012**

Month	Meeting Date(s)	# of Members Attending	Agendas posted in advance?		Minutes posted?		Please List the Major Issues/Tasks Addressed at Each Meeting
			Yes	No	Yes	No	
July 2011							No Meeting
August 2011	8/9/11	8	X		X		1. POP Plan Discussion 2. Dental/Vision Plan Annual Update
Sept 2011							No Meeting
October 2011	10/11/11	10	X		X		1. Adjunct Open Enrollment 2. Vision Plan Update 3. CalPERS Pharmacy Transition
Nov 2011	11/8/11	9	X		X		1. Update on Domestic Partners Imputed Income 2. Update on Healthcare Exchanges 3. Options for Vision Plan Enhancements
Dec 2011							No Meeting
January 2012	1/10/12	11	X		X		1. Discussion on Defined Contribution Plans (403b, 457) 2. CalPERS Billing Reconciliation 3. Reporting of Divorced Employees
Feb 2012	2/14/12	6	X		X		1. Discussion on Defined Contribution Plans (403b, 457) 2. Adjunct Open Enrollment Report
March 2012	3/13/12	7	X		X		1. HRA Update 2. Discussion on AB 1949
April 2012	4/10/12	9	X		X		1. Healthcare Reform Update 2. Retreat Planning 3. Functions/Specialty of Health Benefits Unit Team 4. Vision Plan Discussion
May 2012							No Meeting
June 2012							JLMBC Annual Retreat
<b>Average Attendance</b>							

**Major Committee Accomplishments &**

- 1) The JLMBC labor and district representatives continue to work collaboratively to preserve the health benefit program enjoyed by all employees.
- 2) Regular attendance of Management representative
- 3) New contract with Wells Fargo Consulting, Inc.

<b>Achievements in Past Year</b>	4) Election of new JLMBC chair
<b>Major Obstacles/Problems with Committee Function</b>	
<b>Recommendations for Improving Committee Process/Efficiency</b>	1) Reassess the role of JLMBC
<b>Committee Goals (If Appropriate) for Coming Year</b>	<ol style="list-style-type: none"> <li>1) The JLMBC will work to position our benefit program with respect to changes in health care delivery brought about by health care reform.</li> <li>2) The JLMBC will work toward the function as a “hub” for new employees. We should push out information so that people know where to go on the web to learn about the array of benefits and how they work.</li> </ol>

**Chair/Co-Chair Signature:** Armida Ornelas, Ph.D.

**Chair/Co-Chair Name:** Armida Ornelas



**Los Angeles Community College District  
District-wide Governance Committee  
Self Evaluation Form**



**Committee Name: JLMBC**

1. **Members:** Joanne Waddell, Sue Carleo, Annie Goldman, Galen Bullock, Jim Adams, Diva Sanchez, Velma Butler
2. **Alternates:** Don Sparks, Ken Takeda, Allison Jones, James Bradley, Dorothy Bates, Sandra Lepore
3. **Committee Resources:** Dr. Adriana Barrera, Ethel McClatchey, Leila Menzies, Nancy Carson, Barbara Harmon, Katerlia Walker
4. **Chair:** Armida Ornelas

**For Academic Year: 2012-2013**

**Date of Self Evaluation: July 9, 2013**

Month	Meeting Date(s)	# of Mbrs Attending	Agendas posted in advance?		Minutes posted?		Please List the Major Issues/Tasks Addressed at Each Meeting
			Yes	No	Yes	No	
August	14, 2012	6	X		X		<b>Health Benefit Unit Activities</b> 1. Adjunct Open-Enrollment 2. Annual Open-Enrollment 3. Newsletter - Fall 2012 4. Health Fairs <b>Health Care Reform Update</b> <b>CalPERS Update</b> 1. Cost Analysis 2. Constituents Meeting Update 3. Amnesty for Dependent Care Update
September	11, 2012	6	X		X		<b>Health Benefit Unit Activities</b> 1. Adjunct Open-Enrollment Total 2. Dates for Workshops 3. Revisit Process for Adjuncts <b>Health Care Reform Update</b> 1. Consider converting the HRA Active Balance into a Retiree HRA Account Update 2. Ed Code 7000 <b>Vision &amp; Dental Rates/Enrollment Summary</b> <b>Life Insurance Rates Update</b> <b>SHPS Call Follow Up Discussion</b>
October	9, 2012	5	X		X		<b>Health Benefit Unit Report</b> 1. Employee Benefit Contracts/Policy Expirations - Handout 2. Revisit Process for Adjuncts 3. Annual Open Enrollment – Initial Report 4. Retiree CalPERS Premiums Update <b>Ed Code 7000 Update</b> <b>Goals and Objectives</b> 1. JLMBC Retreat 6/12/2012 Handout 2. Communications Committee Update a. Newsletter Budget Update b. Communications Committee Proposal – Handout c. Medicare Draft - Handout <b>Medicare Part A Enforcement Update</b> <b>Wellness Update</b>
November	13, 2012	7	X		X		<b>Health Benefit Unit Report</b> 1. Annual Open-Enrollment Report 2. Ed Code 7000 Update 3. Medicare Part A Enforcement Update 4. Update on Adjuncts Health Benefits Enrollment Process 5. Discuss Employee Benefits Orientation – meeting scheduled on 11/20/2012 <b>Communications Committee Update</b>

							1. Adjuncts Enrollment Process – next communication piece & next meeting scheduled on 1/29/2013 2. Retiree Bulletin mailed on 10/26/2012 <b>Wellness Update - Horizon Contract</b>
Month	Meeting Date(s)	# of Mbrs Attending	Agendas posted in advance?		Minutes posted?		Please List the Major Issues/Tasks Addressed at Each Meeting
			Yes	No	Yes	No	
January	8, 2013	7	X		X		<b>Health Benefit Unit Report</b> 1. Ed Code 7000 Update 2. Medicare Part A Enforcement Update 3. Update on Adjuncts Health Benefits Enrollment Process <b>Communications Committee Update</b> 1. Adjuncts Enrollment Process – next communication piece & next meeting scheduled on 1/29/2013 <b>Request For Proposals (RFP's)</b> 1. Basic & Voluntary Life Insurance, Accidental Death & Dismemberment 2. Vision Coverage 3. Employee Assistance Program (EAP) <b>CVS Survey</b> <b>Orientation Task Force Update</b> <b>Health Reimbursement Arrangement (HRA) 2014</b> <b>Wellness Update- Wellness Resolution</b>
February	12, 2013	5	X		X		<b>HRA District Financial Update</b> <b>Communications Committee Update</b> 1. Adjuncts Enrollment Process –Communication Piece & Meeting Update 2.Website Update <b>Request For Proposals (RFP's)</b> 1. Basic & Voluntary Life Insurance, Accidental Death & Dismemberment/Timeline 2. VSP Vision Coverage Options/Timeline <b>Health Benefits Satisfaction Survey - Samples</b> <b>Health Reimbursement Arrangement (HRA) 2014 Update</b> <b>Wellness Update - Wellness Resolution</b> <b>Voluntary Benefits</b>
March	12, 2013	3	X		X		<b>Voluntary Benefit Presentation-Swett &amp; Crawford</b> <b>Adjuncts Enrollment Update</b> <b>Retiree RX Issues</b> <b>Communications Committee Update</b> 1. Adjuncts Enrollment Process – Communication Piece & Meeting Update 2. Spring Newsletter/Bulletin 3. Website Update <b>Request For Proposals (RFP's) Status</b> 1. Basic & Voluntary Life Insurance, Accidental Death & Dismemberment <b>VSP Vision Coverage Options</b> <b>LACCD Claims Experience</b> 1. Delta Dental -2012 Year End Utilization Reports 2. Vision Service Plan <b>Health Benefits Satisfaction Survey - Sample Update</b> <b>Online health Risk Assessment (HRA)</b>
April	9, 2013	7	X		X		<b>Health Benefit Unit Report</b> 1. CalPERS Error with STRS Retirees Premiums 2. Dependent Eligibility Verification Project <b>Communications Committee Update</b> 1. Adjuncts Enrollment Process – Communication Piece & Meeting Update

							2. Spring Newsletter/Bulletin 3. Website Update	
Month	Meeting Date(s)	# of Mbrs Attending	Agendas posted in advance?		Minutes posted?		Please List the Major Issues/Tasks Addressed at Each Meeting	
			Yes	No	Yes	No		
							<b>Request For Proposals (RFP's) Status</b> 1. Basic & Voluntary Life Insurance, Accidental Death & Dismemberment Update 2. Voluntary Benefits <b>VSP Vision Coverage Options</b> <b>Health Benefits Satisfaction Survey - Sample Update</b>	
June	11, 2013	6	X		X		<b>Health Benefit Unit Report</b> 1. CalPERS Error with STRS Retirees Premiums 2. Dependent Eligibility a. Dependent Eligibility Verification Project b. Recertification of Parent-Child Relationship Letter c. SHPS (ADP) One Year HRA/FSA Contract Term <b>Communications Committee Update</b> 1. Adjuncts Enrollment Process – Communication Piece 2. Website/Meeting Update 3. Annual Adjunct Faculty Enrollment Cycle <b>Request For Proposals (RFP's) Status</b> 1. Basic & Voluntary Life Insurance, Accidental Death & Dismemberment Update 2. Voluntary Benefits Update <b>VSP Vision Coverage Options Recommendations</b> <b>Health Benefits Satisfaction Survey Update</b> <b>Summer 2013 Meeting Date</b> 1. Retreat 2. Possible Meeting Dates	
<b>Average Attendance</b>		<b>6</b>						
<b>Major Committee Accomplishments &amp; Achievements in Past Year</b>			<ul style="list-style-type: none"> <li>Completed RFP's for ancillary coverages, which produced savings.</li> <li>Established Communication Committees</li> <li>Changed Consultants with positive feedback</li> <li>Developed Benefits Website</li> <li>Improved Adjunct Enrollment</li> <li>Conducted Employee Benefits Satisfaction Survey</li> <li>Explored Voluntary Benefits</li> <li>Approved a Wellness Resolution</li> <li>Established a Wellness Budget</li> <li>Improved Member Outreach and created additional Newsletters</li> <li>Reviewed our vision plan in detail</li> <li>Improved awareness of Legislative Updates</li> <li>Kept current with HCA regulations for example, securing our HRA</li> <li>Received benefit related information in a timely fashion</li> <li>Reviewed and completed the Amnesty Program</li> </ul>					
<b>Major Obstacles/Problems with Committee Function</b>			<ul style="list-style-type: none"> <li>Methods for overcoming challenges presented by providers such as CareMark</li> </ul>					
<b>Recommendations for Improving Committee Process/Efficiency</b>			<ul style="list-style-type: none"> <li>Create an Annual Calendar that includes projects/goals with timelines to improve member awareness</li> <li>Conduct Annual Assessment of our consultants</li> </ul>					

**Committee  
Goals (If Appropriate)  
for Coming Year**

- Improve our Vision plan
- Utilize Employee Survey for members' needs
- Improve our wellness efforts with full participation
- Identify potential funding sources for wellness
- Take a proactive role in reviewing and improving our existing contracts.
- Improve our EAP program, i.e. campus worksite buy-in.
- Refine and follow annual calendar/timeline
- Make sure that members and retirees get the services they
- Continue to improve our communications efforts to our different constituencies.
- Improve clarity
- Continue to explore solution for our members
- Improve our customer service
- Educational Campaign
- Develop an integrated way of informing retirees
- Website goal: to consolidate everything into one place

**Chair/Co-Chair Signature and Date:**

Signature

Date

**Chair/Co-Chair Name:**

Signature

Date

**Chair/Co-Chair Signature and Date:**

Signature

Date

**Chair/Co-Chair Name:**



**Los Angeles Community College District**  
**District-wide Governance Committee**  
**Self-Evaluation Form**  
 (Updated on 10/16/2014)



**Committee Name: JLMBC**

1. **Members:** Joanne Waddell, Sue Carleo, Annie Goldman, Galen Bullock, Jim Adams, Diva Sanchez, Velma Butler
2. **Alternates:** Don Sparks, Ken Takeda, Allison Jones, James Bradley, Dorothy Bates, Sandra Lepore
3. **Committee Resources:** Dr. Adriana Barrera, Ethel McClatchey, Leila Menzies, Nancy Carson, Barbara Harmon, Katerlia Walker
4. **Chair:** Armida Ornelas

**For Academic Year: 2013-2014**

**Date of Self Evaluation:**

Month	Meeting Date(s)	# of Mbrs Attending	Agendas posted in advance?		Minutes posted?		Please List the Major Issues/Tasks Addressed at Each Meeting
			Yes	No	Yes	No	
August	13, 2013	4	X		X		<b>Health Benefits Satisfaction Survey-</b> Status of survey discussed <b>Communications Committee Update -</b> Discussed status of Active Newsletter and Adjunct Newsletter <b>Dental RFP Results -</b> WFIS recommends LACCD stay with Safeguard <b>Vision Plan Change -</b> Committee elected to increase copay and frame allowance <b>Wellness -</b> Committee confirmed \$30,000 secured for a wellness plan
September	10,2013	5	X		X		<b>Wellness Update -</b> Financial Wellness Video / program being considered <b>Health Benefits Satisfaction Survey -</b> Status of survey results input discussed <b>Communications Committee-</b> Retiree newsletters mailed and received <b>Voluntary Benefits –</b> Implementation and employee communication discussed
October	8,2013	7	X		X		<b>Health Benefit Unit -</b> Survey results reviewed; Adjunct fall enrollment discussed <b>Annual JLMBC Board Presentation –</b> 5 year annual cost, savings reviewed <b>Voluntary Benefits Update –</b> Confusion regarding TransAmerica Enrollment
November	12,2013	4	X		X		<b>Health Benefit Unit –</b> Open Enrollment Update and Extension due to missing Blue Cross plan in CalPERS enrollment information; Health Benefits Satisfaction Survey Update – Survey responses discussed <b>Communications Committee-</b> 3 Newsletters will be produced each semester: Active, Adjunct and Retirees <b>Compliance –</b> HRA guidelines and FSA rollover balances discussed <b>Voluntary Benefits Update-</b> Enrollment information provided on employees and spouses on the Transamerica plan

Month	Meeting Date(s)	# of Mbrs Attending	Agendas posted in advance?		Minutes posted?		Please List the Major Issues/Tasks Addressed at Each Meeting
			Yes	No	Yes	No	
December	10,2013	3	X		X		<p><b>Wellness</b> – Longevity Wellness Program benefits discussed</p> <p><b>EAP RFP</b> – Services important for future EAP to provide were discussed</p> <p><b>Health Benefit Unit</b> – Fall 2013 Open Enrollment report was given; GASB funds and FSA rollovers discussed</p> <p><b>Communications Committee</b>- Website development still a priority but not underway yet</p>
January	21,2014	1	X		X		<p><b>Communications Committee Meeting</b> – Discussed Spring 2014 Actives newsletter content including VSP plan enhancements, Pet Assure, Whole Life insurance, FSA Use it or Lose it provision; Retiree Newsletter – VSP plan enhancements discussed.</p>
February	11,2014	6	X		X		<p><b>ADP Conference Call</b> – Call held to discuss problems with HRA balances on ADP website, how certain transactions will be validated, record keeping concerns, customer service issues; ADP proposed solutions to each issue</p> <p><b>Wellness / EAP</b> – 2014 Wellness Calendar reviewed; JLMBC Wellness Committee Approval Process reviewed; RPF status discussed</p> <p><b>Communications Committee</b> – Reviewed content for All 3 newsletters for Fall</p>
March	11,2014	6	X		X		<p><b>Health Benefits Unit</b> – Website development discussed, possible offsite website being considered if approved by JLMBC. Premium Only Plan (POP) for Adjuncts – POP plan should be updated and can be using commissions from the Transamerica Voluntary plans. Wells Fargo will assist in updating the plan.</p> <p><b>Communications Committee</b> – Newsletter content to be reviewed at next meeting.</p>
Month	Meeting Date(s)	# of Mbrs Attending	Agendas posted in advance?		Minutes posted?		Please List the Major Issues/Tasks Addressed at Each Meeting
			Yes	No	Yes	No	
May	13,2014	7	X		X		<p><b>Health Benefit Unit</b> – Spring 2014 Adjunct enrollment differs between Leila and Andy Duran’s report. Meeting planned for May 20<sup>th</sup> to discuss discrepancy.</p> <p><b>Transamerica Update</b> – Reviewed letter from LACCD attorney regarding inaccurate information on Open Enrollment flyer</p> <p><b>Cigna Update</b> – Discussion of death claim mishandled by Cigna and correction of policy language on Cigna’s end</p> <p><b>Communications Committee</b>- Active and Retiree newsletters finalized</p> <p><b>JLMBC Transition</b> – Discussed transition of Chair to Paulina Palomino, Wells Fargo terminating as consultant</p>
June	10, 2014						No Meeting Held
<b>Average Attendance</b>		<b>5</b>					



<p><b>Major Committee Accomplishments &amp; Achievements in Past Year</b></p>	<p>RFP on Life Insurance – better rate  RFP on EAP – better rate  Streamlined ADP Validation Process  Three Targeted (Active, Retiree, Adjunct) Newsletters for both Fall &amp; Spring  Updated POP  Improved payment structure for adjuncts participating in benefits program  Improved Vision Plan by increasing frame allowance</p>
<p><b>Major Obstacles/Problems with Committee Function</b></p>	<p>Timeliness of Data Requests  Uncertainty of Role of Consultant</p>
<p><b>Recommendations for Improving Committee Process/Efficiency</b></p>	<p>Add Resources – Deputy Chancellor  IT  Health Benefits Specialist</p>
<p><b>Committee Goals (If Appropriate) for Coming Year</b></p>	<p>Improve Vision/Dental/Life Insurance  Improve Wellness  Improve Website  Improve EAP  Improve HRA  Hire Health Benefits Specialist  Resource People – IT and Admin  50% of JLMBC voting members or alternate will attend Cal PERS Education forum  Create Master Calendar</p>

**Chair/Co-Chair Signature and Date:**

\_\_\_\_\_  
Signature Date

**Chair/Co-Chair Name:**

\_\_\_\_\_  
Signature Date

**Chair/Co-Chair Signature and Date:**

\_\_\_\_\_  
Signature Date

**Chair/Co-Chair Name:**

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