

Bylaws of the Retiree Health Plan Advisory Board

Article I

Name

The name of the organization is the Retiree Health Plan Advisory Board and is referred to in the bylaws as “the Board” or “RHPAB”.

Article II

Purpose and Responsibilities

Section 1. Pursuant to Administrative Order No. 288, 319 and [336](#) the Board was created to facilitate engagement and coordination between members of the State of Alaska’s retirement system, the Alaska Retirement Management Board (ARMB), and the Commissioner of the Department of Administration.

Section 2. The creation of the RHPAB will provide an efficient and transparent way to facilitate regular engagement, communication, and cooperation between the Office of the Governor, the ARMB, and the Commissioner, and retirement system members regarding the administration and management of the State’s retirement systems.

Section 3. The Board’s powers are limited to offering advice. The Board may not engage in activity directing the administration of the Plan.

Section 4. Duties and Responsibilities

The Board shall review non-confidential information, hold public meetings, and provide periodic reports to the Commissioner. The periodic reports may include recommendations to the Commissioner related to the health plans of the State’s retirement systems, including optional life insurance, long-term care insurance, and optional dental-visual-audio programs.

In making recommendations, the Board should consider:

1. The cost of the services or changes relative to the long-term and short-term fiscal viability of the plans, including policies to retain prudent reserves in the plans;
2. The affordability of the health plans from the perspective of plan sponsors, participating employers and plan beneficiaries, including the effect of premiums and projected revenues, expenses and net assets; and
3. The clarity of the plan to beneficiaries, and the department’s ability to offer consistent, transparent direction and oversight to third-party plan administrators.

The Board may also submit to the Commissioner, reports providing feedback on

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the performance of service providers including third-party administrators, insurance providers, and annuity providers to the State's retiree health plans.

Article III **Membership and Terms of Office**

Section 1. Composition

The Board shall consist of eight voting members, and one ex-officio member as detailed below. All voting members are appointed by and serve at the pleasure of the Governor.

1. One member who is an ARMB trustee by virtue of AS 37.10.210(b)(2).
2. One member who is a human resources official or financial officer employed by a political subdivision participating in the State's retirement systems.
3. One member who is a Public Employees' Retirement System (PERS) retired member, selected from a list of three individuals nominated by retiree groups that represent PERS members.
4. One member who is a Teachers' Retirement System (TRS) retired teacher or member, selected from a list of three individuals nominated by retiree groups that represent TRS members.
5. One member of the State's retirement system who is a retired member under PERS Tiers I, II, or III, TRS Tiers I or II, or the Judicial Retirement System (JRS).
6. One member who is an active or retired member of PERS or an active or retired teacher or member of TRS who is vested in the PERS Tiers I, II, or II or TRS Tiers I or II retiree plans. If an active member, the person should not be more than five years from eligibility for retirement.
7. One public member who is not a member or beneficiary of the PERS system, the TRS system, or the JRS; this person must have at least five years' relevant experience and expertise in health care administration, finance, or governmental budget issues, or other background helpful to the Board's mission.
8. One member who is an active member in good standing of the Retired Public Employees of Alaska (RPEA), selected from a list of three proposed candidates submitted by RPEA.
9. The Commissioner of Administration, or designee, shall serve as a non-voting, ex-officio member of the Board.

Section 2. Term of Office

1. Each member of the Board shall serve staggered terms consistent with AS

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39.05.055, AS 39.05.060 and their appointment from the Governor.

2. The Governor may choose from the nominee list, request further solicitation, or make an appointment of the Governor's choosing.
3. If a vacancy occurs on the Board, the Governor may appoint an individual qualified for that seat to serve the balance of the unexpired term.

Section 3. Members of the Board receive no compensation for service on the Board but are entitled to per diem and travel expenses in the same manner permitted for members of State boards and commissions.

Article IV **Officers**

Section 1. The Board shall annually select from its members a chair and a vice-chair.

Article V **Meetings**

Section 1. The meetings of the Board shall be conducted in accordance with the [AS 44.62.310-44.62.319](#) (Open Meetings Act).

Section 2. The Board shall meet at a date and time set by the Commissioner or the Commissioner's designee, expected to be quarterly. Board members are entitled to per diem and travel expenses in the same manner permitted members of state boards and commissions for at least one in person meeting per year.

Section 3. Five members, or a majority of the Board if a vacancy exists, constitutes a quorum.

Section 4. Proxy voting is not permitted.

Section 5. Members of the public present at the meeting of the Board shall be offered a reasonable opportunity to be heard in accordance with Board policy.

Section 6: The Board shall keep minutes of all of its board meetings and board committee meetings and a record of all proceedings of the Board. All minutes shall be maintained by the Commissioner of Administration, or their designee, and made publicly available.

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Article VI **Committees**

Section 1. The Chair may establish committees as the need arises including, but not limited to, a Modernization Subcommittee and a Regulations Subcommittee, and shall define the committees' duties and responsibilities.

Section 2. Committees of the Board shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board, and act in an advisory capacity, but shall not take action on behalf of the Board.

Section 3. Unless otherwise determined by the Board, committees shall consist of no fewer than two board members and shall serve until the committee is discharged by the Chair of the Board.

Section 4. A committee shall be convened by the committee Chair or designee who shall report for the committee. The committee Chair shall ensure that minutes will be kept and submitted for Board review.

Section 5: Any member of the Board may attend a committee meeting.

Section 6: If the Chair convenes a Modernization Subcommittee or a Regulations Subcommittee, one position on each Subcommittee will be held by a member of the Retired Public Employees of Alaska, Inc. (RPEA) in good standing who will be selected by the Board from a list of three candidates to be submitted to the Division of Retirement and Benefits by RPEA. The selected RPEA representative shall abide by the Board Bylaws.

Article VII **Parliamentary Authority**

Section 1. Meetings shall be conducted under Robert's Rules of Order, using the current edition, and such amendments of these rules as may be adopted by the Board.

Article VIII **Ethics**

Section 1. Members of the Board shall at all times abide by and conform to the Alaska Executive Branch Ethics Act (AS 39.52).

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Article IX Amendments

Section 1. The Bylaws, as adopted, may be amended, altered, or repealed at any duly convened meeting of the Board provided that written notice of the proposed change(s) has been sent to each Board member at least (30) days before the meeting. Each time the Bylaws are amended the new version shall include the dates of amendment.

Version History

Adopted	05/18/2018
Adopted	09/27/2022