

Date: January 4, 2024

To: JLMBC

From: Staff

Subject: **Election of Officers and Meeting Schedule for Plan Year 2024**

JLMBC MEMBERS:

Employee Organizations
David Sanders, Chairperson
Marleen Fonseca, First Prov. Chairperson
 Chad Boggio
 Esteban Lizardo
 Lisa Palombi

Management
Dana Brown, Vice-Chairperson
Tony Royster, Second Prov. Chairperson
 Matthew Rudnick
 Matthew Szabo
 Holly Wolcott

RECOMMENDATION

That the JLMBC: (a) conduct plan year 2024 officer elections for Chairperson (Management), Vice-Chairperson (Labor), First Provisional Chair (Management), and Second Provisional Chair (Labor); and (b) note and file the proposed meetings schedule for calendar year 2024.

DISCUSSION

A. Election of Officers

The JLMBC conducts annual officer elections for its Chairperson, Vice-Chairperson, First Provisional Chairperson, and Second Provisional Chairperson positions. According to the JLMBC Bylaws (rev. 12/14/22) (“JLMBC Bylaws”), the positions of Chairperson, Vice-Chairperson, First Provisional Chairperson, and Second Provisional Chairperson shall be elected at the regular meeting held in December and shall alternate between City Employee Organizations (“Labor”) and City Management (“Management”). For terms beginning in odd-numbered years, the policies provide that the Chairperson and First Provisional Chairperson shall be a Labor member and the Vice-Chairperson and Second Provisional Chairperson shall be a Management member, as illustrated in the following table:

JLMBC Officer Positions	Odd-Numbered Years	Even-Numbered Years
<i>Chairperson</i>	Labor	Management
<i>Vice-Chairperson</i>	Management	Labor
<i>First Provisional Chairperson</i>	Labor	Management
<i>Second Provisional Chairperson</i>	Management	Labor

Staff recommends that the JLMBC conduct 2024 officer elections for Chairperson (**Management**), Vice-Chairperson (**Labor**), First Provisional Chair (**Management**), and Second Provisional Chair (**Labor**). Officer changes become effective January 1, 2024.

B. Meeting Schedule for Calendar Year 2024

To assist the JLMBC in planning for upcoming meetings, staff is also providing a “meetings schedule” for calendar year 2024 (**Attachment B**). The meetings schedule includes:

- Procurement development and final vendor selection for life, disability, accidental death and dismemberment, and Health and Dependent Care account services.
- Potential request for proposals for Medical Plans and additional ad hoc committee reporting of related plan changes.
- Regular updates of the Human Resources Payroll (HRP) replacement.
- Updates from LIVEwell on the transition to a new wellness provider.
- Quarterly staffing reimbursements.
- Open Enrollment communications activities in August.
- A schedule of LAwell Program benefit service provider presentations over the course of the full year.

The JLMBC should note some meeting scheduling flexibility will be necessary to accommodate the adoption of the 2025 LAwell Program. The meetings schedule is, as always, subject to change based on JLMBC member availability and the ability to establish meeting quorums. JLMBC members should notify staff of any anticipated scheduling conflicts as soon as practical so timely adjustments to meeting calendars can be made. Scheduling updates will be provided through the monthly Projects & Activities Report.

Submitted by: _____
Chuong Tran, Senior Benefits Analyst II

Approved by: _____
Paul Makowski, Chief Benefits Analyst

ATTACHMENT A

JLMBC MEETINGS CALENDAR - 2024 PLANNED		
MEETING	AGENDA ITEM	PRESENTATION
4-Jan-2024	Benefits Provider Presentation – Overview	
	Election of Officers for 2024	
	FSA RFP - Draft	
	Life-Disability-AD&D RFP - Draft	
	Employee Benefits Trust Fund Staffing Reimbursement - 2nd Qtr FY 2023-24	
	HRP-Workday Transition Update	
	Monthly Projects & Activities Report & Medical Plans Ad Hoc Update	
1-Feb-2024	Benefits Provider Presentation – Support Plus: EFAP	Optum
	Employee Benefits Trust Fund Staffing Reimbursement - 2nd Qtr FY 2023-24	
	Report from Medical Plan Ad Hoc Subcommittee	
	Medical Plans RFP Update	
	HRP-Workday Transition Update	
	Monthly Projects & Activities Report	
7-Mar-2024	HRP-Workday Transition Update	
	Benefits Provider Presentation – Dental Insurance	Delta Dental
	2023 Open Enrollment Data Review	
	HRP-Workday Transition Update	
	Monthly Projects & Activities Report	
4-Apr-2024	HRP-Workday Transition Update	
	Benefits Provider Presentation – LAwell Third Party Administration	TELUS
	Benefits RFP Evaluation	
	LIVEwell Program Update	
	Monthly Projects & Activities Report	
2-May-2024	HRP-Workday Transition Update	
	Benefits RFP Evaluation <i>(If Needed)</i>	
	2024 LAwell Program Design and Renewals	
	LIVEwell Program Update	
	Monthly Projects & Activities Report	

16-May-2024	2024 LAWell Program Design and Renewals <i>(If Needed)</i>	
	Benefits RFP Evaluation <i>(If Needed)</i>	
6-Jun-2024	HRP-Workday Transition Update	
	2024 LAWell Program Design and Renewals <i>(If Needed)</i>	
	Employee Benefits Trust Fund Staffing Reimbursement - 3rd Qtr FY 2023-24	
	2023 IFEBP Conference (Oct 2023)	
	LIVEwell Program Update	
	Monthly Projects & Activities Report	
20-Jun-2024	2024 LAWell Program Design and Renewals <i>(If Needed)</i>	
4-Jul-2024	REGULAR MEETING CANCELED – July 4 th Holiday	
1-Aug-2024	HRP-Workday Transition Update	
	Benefit Provider Presentation – Wellness Program	Virgin Pulse
	Benefits Trust Fund Status Report	
	Employee Benefits Trust Fund Staffing Reimbursement - 4th Qtr FY 2023-24	
	2023 Open Enrollment Communications and Activities for Plan Year 2024	
	LIVEwell Program Update	
Monthly Projects & Activities Report		
5-Sep-2024	REGULAR MEETING CANCELED	
3-Oct-2024	Benefit Provider Presentation – TBD	TBD
	LIVEwell Program Update	
	Monthly Projects & Activities Report	
7-Nov-2024	Benefit Provider Presentation – Health and Dependent Care Accounts	Health Equity/ Wageworks
	Employee Benefits Trust Fund Staffing Reimbursement - 1st Qtr FY 2024-25	
	LIVEwell Program Update	
	Monthly Projects & Activities Report	
5-Dec-2024	Benefit Provider Presentation – Disability, Life, & AD&D	Standard
	Election of 2025 Chairperson and Vice-Chairperson and 2025 Meeting Schedule	
	2024 Open Enrollment Implementation Update for Plan Year 2025	
	LIVEwell Program Update	
	Monthly Projects & Activities Report	