RECOMMENDATION
That the Joint Labor-Management Benefits Committee (1) approve the creation of an Ad Hoc Governance Subcommittee to work with staff to review the “Policies Governing the Joint Labor-Management Benefits Committee” bylaws and recommend revisions and updates as necessary to ensure sound governance practices; and (2) identify the members of the Ad Hoc Governance Subcommittee.

DISCUSSION

A. Background

The Personnel Department administers the City’s Civilian LAwell Employee Benefits Program (Benefits Program) for active City civilian employees and their qualified dependents in conjunction with the City’s Joint Labor-Management Benefits Committee (JLMBC). The JLMBC was created in the 1990's by action of the City Council and Mayor for the purpose of determining what plans were to be included in the Benefits Program, defining the structure of the plans, recommending providers/contractors to the Personnel Department’s General Manager, and monitoring the administration of the Benefits Program by the Personnel Department. The JLMBC is composed of five management and five labor representatives.

Following the creation of the JLMBC, the “Policies Governing the Joint Labor-Management Benefits Committee,” also known as bylaws of the Committee, were adopted (Attachment A). The bylaws define the purpose of the Committee, the size and composition of the Committee and how it will function, the duties and responsibilities of the Committee members and staff, and the rules and procedures for holding meetings and electing officers.

B. Ad Hoc Governance Subcommittee

Since their adoption, the bylaws were revised once on 12/13/90. Based on staff research, it appears that no subsequent updates were made. Accordingly, the Committee continues to operate under the “Policies Governing the Joint Labor-Management Benefits Committee” (rev. 12/13/90).
Given the length of time since the bylaws were last revised, staff recommends that the JLMBC establish an Ad Hoc Governance Subcommittee, which working together with staff, would be tasked to conduct a comprehensive review of the Committee’s bylaws and recommend revisions and updates as necessary to accurately reflect the structure and processes of the Committee, incorporate governance best practices for the structure and functioning of the Committee, and anticipate and address future changes of the Committee. Upon creation of the subcommittee, staff will schedule an initial meeting to begin the process of addressing these key tasks.

C. Conclusion

A Committee's administrative structure and operations are governed by its bylaws. Bylaws regulate the Committee's operations and procedures and define the Committee's duties, powers, and operations. Accordingly, bylaws should be reviewed periodically to determine if updates or revisions are necessary to ensure sound governance practices. To that end, staff recommends that the JLMBC establish an Ad Hoc Governance Subcommittee and identify those JLMBC members who would have an interest in participating on the subcommittee.

Submitted by: ___________________________________

Jenny M. Yau

Approved by: ___________________________________

Steven Montagna
POLICIES GOVERNING THE JOINT LABOR-MANAGEMENT BENEFITS COMMITTEE

A. Purpose

1. The purpose of these policies is to set forth the method of operation of this Committee.

2. The purpose of the Joint Labor-Management Committee (Committee) is, within the scope of authority in the Special MOU concerning the Joint Committee on Flexible Benefits, to recommend, monitor and review the administration of benefits provided to employees through the City's Employee Benefits Program.

B. Composition of Committee

1. The Committee shall be comprised of five (5) City Employee Organization representatives including the American Federation of State, County and Municipal Employees (AFSCME), the Engineers and Architects Association (EAA), the Los Angeles City Employees Union Local 347, and two (2) other organizations to be designated as set forth on attachment A and five (5) Management representatives at the Assistant General Manager level or above as designated by the City Administrative Officer (CAO) as set forth on attachment B.

2. Committee members may each designate one alternate member to attend Committee meetings in his/her absence.

3. Designated Alternates and observers may attend and participate in Committee meetings, but only a Designated Alternate, in the absence of his/her Committee Member, may vote as set forth in Article F.

C. Staff to the Committee

1. The Personnel Department shall provide Staff to the Committee.

2. The Committee may employ, as needed, experts/consultants to assist in the analysis of matters that are pertinent to the Committee.

3. The Employee Organizations, separate from the Committee, may employ experts/consultants to serve as staff in performing data analysis, research and development of recommendations.

4. Experts/consultants employed under 2. or 3. above shall have the same authorization and access to information pertaining to Committee matters as the Committee Staff.
D. Officers of the Committee

1. The **Officers of the Committee** will include a:
   - Chairperson
   - Vice Chairperson

2. The Chairperson and Vice Chairperson shall be elected each year at the annual meeting of the Committee. The Annual meeting shall be the December meeting.

   Terms of office are on a calendar year basis. Elections will be held at the December meeting of each year. The new term of office shall begin January 1st of each year.

3. The position of Chairperson and Vice Chairperson shall alternate between the City Employee Organizations and Management. For terms beginning in odd numbered years, a City Employee Organization Committee member shall be elected Chairperson and a Management Committee member shall be elected Vice Chairperson. For terms beginning in even numbered years, a Management Committee member shall be elected Chairperson and a City Employee Organization Committee member shall be elected Vice Chairperson.

E. Meetings of the Committee

1. The **regular meetings** of the Committee shall be the Second Thursday of each month and any additional meeting(s) as may be deemed necessary. The regular meeting time shall begin at 8:30 a.m. and end at approximately 10:30 a.m. The meetings of the Committee shall be held at a location designated by the Committee.

2. A **quorum** shall be present for the Committee to meet as a Committee and pass any motion. A quorum shall consist of not less than three (3) City Employee Organization Committee members or their Designated Alternates and three (3) Management Committee members or their Designated Alternates.

3. **Notice of Meetings** will be mailed or delivered to each Committee member prior to the meeting by the Committee Staff. The agenda will be established by the Chairperson. Any Committee member who requests, may have an item placed on the agenda.

4. **Minutes** - The Committee Staff shall be responsible for the taking, preparation and distribution of the Committee meeting minutes.

5. **Procedure** will be based on Robert's Rules of Order, except as otherwise indicated herein.

6. **Reports** - Each Committee member will:
   - Report on any contact pertinent to the work of the Committee with vendors, providers and/or carriers.
7. These Policies can be amended at any regular meeting of the Committee, by a vote of the Committee as set forth in P-4, provided that the amendment has been submitted in writing at the previous meeting.

F. Voting by the Committee

The Committee may vote on and pass or defeat any properly made motion under the following conditions:

1. A quorum must be present at the time a motion is voted on;

2. Only the City Employee Organization and Management Committee members or in the absence of his/her Committee member the Designated Alternate may vote;

3. Written proxy voting, by approved Committee members is allowed when a Committee member has to leave a meeting prior to an agenda matter being voted on;

4. In order for any motion to pass, three (3) City Employee Organization and three (3) Management Committee members must vote to pass the motion.

A motion was made by Tom Sisson and seconded by Patrick McGinn to adopt these Policies. The Committee, by unanimous vote, adopted these Policies at its December 14, 1989 meeting.

At the Committee's December 13, 1990 meeting, a motion was made by Ray Allen and seconded by Tom Sisson to amend Section D3 of these Policies. The Committee, by unanimous vote, adopted the motion to amend these Policies.
**ATTACHMENT "A"**

**1990 CITY EMPLOYEE ORGANIZATION REPRESENTATIVES**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Representative</th>
<th>Alternate</th>
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<tbody>
<tr>
<td>American Federation of State, County and Municipal Employees (AFSCME)</td>
<td>Cheryl Parisi</td>
<td>John Wyrough (A)</td>
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<tr>
<td>Engineers &amp; Architects Association (EAA)</td>
<td>Jeannette Ross</td>
<td>Robert Duncan (A)</td>
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<tr>
<td>The Los Angeles City Employees Union - Local 347</td>
<td>Michelle Buehler</td>
<td>Julie Butcher (A)</td>
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<tr>
<td>Municipal Construction Inspectors Association Inc. (MCIA)</td>
<td>Ralph DeSimone</td>
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<tr>
<td>Los Angeles Building and Construction Trades Council (B &amp; CT)</td>
<td>Patrick McGinn</td>
<td>Joe Wetzler (A)</td>
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(A) Alternate
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<thead>
<tr>
<th>Department</th>
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<tbody>
<tr>
<td>City Administrative Office (CAO)</td>
<td>Thomas Sisson</td>
</tr>
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<td></td>
<td>Susan Harbach (A)</td>
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<td>Personnel Department</td>
<td>Raymond Allen</td>
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<td></td>
<td>Janeth Smith (A)</td>
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<td>Public Works Bureau of Management Employee Services (P.W./MES)</td>
<td>Marjean Schwartz</td>
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<tr>
<td></td>
<td>Dennis Harbach (A)</td>
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<td>Public Works Bureau of Street Maintenance (P.W./SM)</td>
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<td>Henry Ganio (A)</td>
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<td>City Employees' Retirement System (CERS)</td>
<td>Jerry Bardwell</td>
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<td></td>
<td>Allen Young (A)</td>
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(A) Alternate