



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		Health Benefits Satisfaction Survey- Status of survey discussed Communications Committee Update - Discussed status of Active Newsletter and Adjunct Newsletter Dental RFP Results - WFIS recommends LACCD stay with Safeguard Vision Plan Change - Committee elected to increase copay and frame allowance Wellness - Committee confirmed \$30,000 secured for a wellness plan
September	10,2013	5	X		X		Wellness Update - Financial Wellness Video / program being considered Health Benefits Satisfaction Survey - Status of survey results input discussed Communications Committee- Retiree newsletters mailed and received Voluntary Benefits – Implementation and employee communication discussed
October	8,2013	7	X		X		Health Benefit Unit - Survey results reviewed; Adjunct fall enrollment discussed Annual JLMBC Board Presentation – 5 year annual cost, savings reviewed Voluntary Benefits Update – Confusion regarding TransAmerica Enrollment
November	12,2013	4	X		X		Health Benefit Unit – Open Enrollment Update and Extension due to missing Blue Cross plan in CalPERS enrollment information; Health Benefits Satisfaction Survey Update – Survey responses discussed Communications Committee- 3 Newsletters will be produced each semester: Active, Adjunct and Retirees Compliance – HRA guidelines and FSA rollover balances discussed Voluntary Benefits Update- Enrollment information provided on employees and spouses on the Transamerica plan

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			Yes	No	Yes	No	
December	10,2013	3	X		X		<p>Wellness – Longevity Wellness Program benefits discussed</p> <p>EAP RFP – Services important for future EAP to provide were discussed</p> <p>Health Benefit Unit – Fall 2013 Open Enrollment report was given; GASB funds and FSA rollovers discussed</p> <p>Communications Committee- Website development still a priority but not underway yet</p>
January	21,2014	1	X		X		<p>Communications Committee Meeting – 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>ADP Conference Call – 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>Wellness / EAP – 2014 Wellness Calendar reviewed; JLMBC Wellness Committee Approval Process reviewed; RPF status discussed</p> <p>Communications Committee – Reviewed content for All 3 newsletters for Fall</p>
March	11,2014	6	X		X		<p>Health Benefits Unit – 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>Communications Committee – 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>Health Benefit Unit – Spring 2014 Adjunct enrollment differs between Leila and Andy Duran’s report. Meeting planned for May 20th to discuss discrepancy.</p> <p>Transamerica Update – Reviewed letter from LACCD attorney regarding inaccurate information on Open Enrollment flyer</p> <p>Cigna Update – Discussion of death claim mishandled by Cigna and correction of policy language on Cigna’s end</p> <p>Communications Committee- Active and Retiree newsletters finalized</p> <p>JLMBC Transition – Discussed transition of Chair to Paulina Palomino, Wells Fargo terminating as consultant</p>
June	10, 2014						No Meeting Held
Average Attendance		5					

Major Committee Accomplishments & Achievements in Past Year	RFP on Life Insurance – better rate RFP on EAP – better rate Streamlined ADP Validation Process Three Targeted (Active, Retiree, Adjunct) Newsletters for both Fall & Spring Updated POP Improved payment structure for adjuncts participating in benefits program Improved Vision Plan by increasing frame allowance
Major Obstacles/Problems with Committee Function	Timeliness of Data Requests Uncertainty of Role of Consultant
Recommendations for Improving Committee Process/Efficiency	Add Resources – Deputy Chancellor IT Health Benefits Specialist
Committee Goals (If Appropriate) for Coming Year	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

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:
