



2018 State Employees Benefits Committee
Financial and Policy & Planning Subcommittee
Business Rules

October 25, 2018



FOIA – Freedom of Information Act

- 29 Del. C. Sections 10001 – 10007
- Applies to public bodies
- SEBC Subcommittees are public bodies



Public Bodies

- Must meet in a public setting
- Meeting notice is required
- Meetings are open to the public
- Minutes are maintained and available to the public
- Documents are considered public record



PUBLIC
MEETINGS

Public Records

- Definition:
“information of any kind, owned, made, used, retained, received, produced, composed, drafted or otherwise compiled or collected, by any public body, relating in any way to public business, or in any way of public interest, or in any way related to public purposes, regardless of the physical form or characteristic by which such information is stored, recorded or reproduced.”



Public Record Applicable Exceptions

- Trade secrets and commercial or financial information of a privileged or confidential nature
- Records specifically exempted from public disclosure by statute or common law



Public Meetings Appropriate Notice



- Posted at the principle office of the public body or at the place where meetings are regularly held
- Date, time and place are included
- Notice provided at least 7 days before a regular meeting and 24 hours before a special or rescheduled meeting

Meetings

- Voting must be public
- Executive Session is the discussion of non-public documents or similar topics specified in DE Code

Meeting Minutes

- Must keep minutes; (including executive session)
- Posting deadlines
- Contents: members present, votes taken, actions agreed upon

State Employee Benefits Committee

Duties & Responsibilities

- DE Code sections relevant to the work of the SEBC are in 29 Del. C. Chapters 52 and 96
- Duties include the control and management of all employee statewide benefit programs with the exception of deferred compensation & retirement savings plans
- Selection of all carriers or third-party administrators necessary to provide coverage to State employees
- Authority to contract on an insured or self-insured basis
- Authority to adopt rules and regulations for the general administration of the employee benefit coverages
- Authority to make and enter into any and all contracts with any agency of the State, or any outside agency, for the purpose of assisting in the general administration of the programs
- Transfer excess funds in the Employees' Health Insurance Fund to the OPEB Fund or Disability Insurance Program



Purpose & Rationale of SEBC Subcommittees



To conduct inquiries into financial and health policy & planning for the state employee benefit coverages controlled and managed by the SEBC

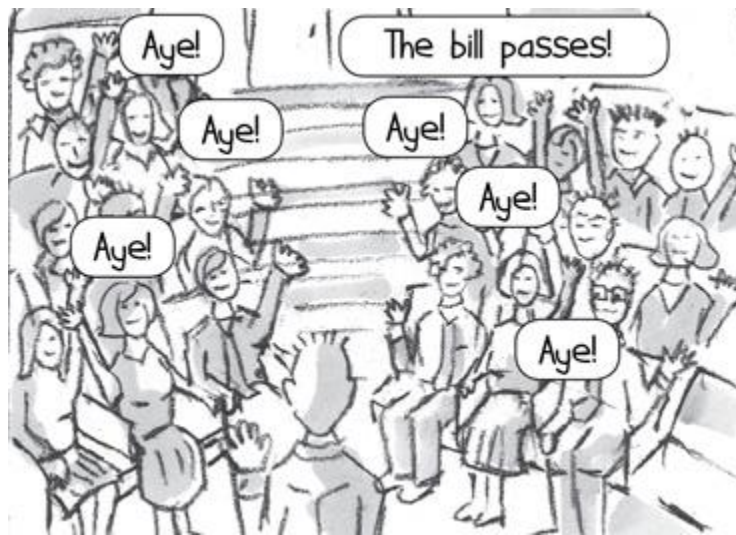
Subcommittee Designees

- Designated by each SEBC member
- Written submission to Statewide Benefits Office
- Members of the subcommittees shall be appointed by the SEBC co-chairs



Quorum

- Requires a majority of the subcommittee members to be present in person
- Participation by phone will not count toward quorum



Conflicts of Interest

- Any subcommittee members registered as a lobbyist may be asked to sign a conflict of interest statement



Questions & Discussion

- Questions and discussion on recommended revisions to the subcommittee resolution



Thank You



Phone: (800) 489-8933

Email: benefits@state.de.us

Website: de.gov/statewidebenefits