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3 **AN ORDINANCE AMENDING CHAPTER 33: DEPARTMENTS,**
4 **BOARDS, AND OTHER ADMINISTRATIVE BODIES**
5 **OF THE CITY OF FORT WAYNE**
6 **MUNICIPAL CODE OF ORDINANCES**

7 **WHEREAS**, committees are formed for many purposes within the City of Fort Wayne,
8 but are generally to provide guidance and oversight to a process that requires review;
9 and

10 **WHEREAS**, the Insurance Fund (the fund), as defined in the Fort Wayne Code § 37.34,
11 allows the City of Fort Wayne to collect, fund, and administer insurance for the
12 employees of the City of Fort Wayne; and

13 **WHEREAS**, one of the most important issues related to the fund is the selection of the
14 insurance provider and administrator; and

15 **WHEREAS**, the amount deposited into the fund each year is determined as part of the
16 budget process and is charged to each department; and

17 **WHEREAS**, as a budgetary matter, the Fort Wayne City Council has a duty to review
18 and approve the financial stability of this fund.

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20 **THEREFORE BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF**
21 **FORT WAYNE, INDIANA:**

22 **SECTION 1.** That CHAPTER 33: DEPARTMENTS, BOARDS, AND OTHER
23 ADMINISTRATIVE BODIES of the City of Fort Wayne, Indiana, Code of Ordinances be
24 amended as follows:

25 **ADD NEW SECTIONS TO CHAPTER 33 INDEX**

26 **Insurance Review Committee**

27 33.220: Establishment

28 33.221: Purpose

29 33.222: Membership Terms, Officers

30 33.223: Powers, Duties, Reporting Requirements

31 33.224: Staffing

ADD NEW SECTIONS AS A FOLLOWS:

Insurance Review Committee

33.220: Establishment

This hereby creates the Insurance Review Committee, hereinafter referred to as the Committee.

33.221: Purpose

The purpose of this Committee is to provide support and guidance to the administrator of the City Health Insurance program and other staff involved with the selection and administration of the City Health Insurance Program. This shall be accomplished by:

- A. Evaluating annually the insurance that was selected to be offered for the previous fiscal year and the costs associated with this program, including any administration cost, claims, and other financial matters; and
- B. Assisting in the creation and approving the distribution of a Request for Proposal annually to ensure the most favorable coverage and reasonable rates; and
- C. Performing a financial review monthly of the Insurance fund; and
- D. Advising and approving the requested monetary amount included in the annual City of Fort Wayne Budget for employee health care and other healthcare related expenses and rates charged to employees for healthcare.

33.222: Membership, Terms

- A. The Committee shall consist of seven (7) members. Membership and initial terms shall be as follows:
 - a. The Mayor shall appoint the Controller or other City staff member knowledgeable in City of Fort Wayne financial matters and the current City of Fort Wayne Benefit Administrator. The Mayor shall also appoint one (1) outside expert connected to or with knowledge of the insurance administration industry. This person may not be a current City employee.
 - b. The Fort Wayne City Council shall appoint two (2) City Council members, one (1) member from each political party who are knowledgeable in financial or insurance matters. City Council shall also appoint one (1) outside expert connected to or with knowledge of the insurance administration industry. This person may not be a current City employee.
 - c. The six (6) appointed members shall select a seventh (7th) from the community. This person may not be a current City employee.
- B. Initial Appointments and terms. The initial appointments to the Committee shall be made within 30 days after passage. The initial terms shall begin on the date of the appointments and shall run through 12/31/27. Any Vacancies that exist

because the initial appointment(s) have not been completed within 30 days of the date of passage, shall be filled by the members of the Committee who have been appointed with said Committee following the guidelines outlined in this section 33.222. After the initial terms have expired on December 31, 2027, new appointments shall occur in January of 2028. Beginning with the appointments made in January of 2028 and all subsequent terms are for two (2) years. Any vacancy shall be filled within sixty (60) days of the vacancy by the Mayor or Fort Wayne Common Council as noted in sections a and b of this section 33.222. The Committee shall select a person to fulfill the remaining term for any vacancy which is not filled within 60 days or

33.223: Powers, Duties, and Reporting Requirements

The Committee shall have the following powers, duties, and reporting requirements:

- A. The Committee may create all by-laws, leadership structure, and any additional sub-committees as needed to accomplish the purpose of the Committee;
- B. The Committee shall meet monthly to review the insurance fund;
- C. The Committee shall perform an annual review of the expenditures of the prior fiscal year, and shall compare that analysis to previous years and industry standards;
- D. The Committee may request and shall be granted information from any City Department regarding anything related to healthcare and/or the Insurance Fund;
- E. The Committee shall assist in the creation and distribution of the annual Request for Proposal for an insurance provider and third-party administrator and approve said documents before distribution;
- F. The Committee shall review and approve all contracts that the City is contemplating entering into before the contracts are executed or brought before other approval bodies, including City Council, including providing feedback on anything related to health care in any collective bargaining agreements; and
- G. The Committee shall review and approve the annual amount of money needed through appropriation and employee contributions to maintain a sufficient balance in the Insurance Fund before any such amount is presented to other approval bodies, including City Council;
- H. The Committee shall report to Council at minimum annually during the municipal budget process and also at minimum annually at the adoption of the insurance program, the third-party administrator contract, or any other point when there insurance related resolution or ordinance being considered.

33.224 Staffing

- A. The Mayor's appointments to the Committee shall be primarily staffed by a member of the City of Fort Wayne Benefits Department, but staff may be

1 included from other impacted departments, including but not limited to the
2 Mayor's Office, Finance and Administration, and City Council. Staff may only
3 serve in a technical advice and research capacity.
4

5 **SECTION 2.** That this Ordinance shall be in full force and effect from and after its
6 passage and any and all necessary approval by the Mayor.
7

8
9 _____
Nathan Hartman, Council Member

10
11 APPROVED AS TO FORM AND LEGALITY
12
13
14 _____
15 Joseph Bonahoom, Council Attorney