
POLICY for the HEALTH PLAN COMMITTEE

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By the Deputy Speaker

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Under the Supervision of the Speaker

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THE SOCIETY OF GRADUATE STUDENTS

The University Western Ontario

LONDON ONTARIO CANADA

2022

5.11 Health Plan Committee

5.11.1 Ratified

February 4, 2021

5.11.2 Mandate

As per Bylaw 2.9.4.1., the Health Plan Committee (HPC) is a standing committee of the Society of Graduate Students (SOGS). As per the Society's Bylaws (2.9.5.13), the HPC shall: review and recommend changes to the Society's health plan and health plan policies, review health plan bids and contracts, provide shortlists to Council, and work in consultation with the Vice-President Student Services to help run and promote mental health and wellness initiatives (e.g. Graduate Wellness Week) for members of the society.

5.11.3 Article I: Membership

5.11.3.1. The Health Plan Committee (HPC) shall have:

5.11.3.1.1. An Official Liaison, who shall be the Vice-President Student Services.

5.11.3.2. The Health Plan Committee will elect:

5.11.3.2.1. A Chairperson, who shall:

5.11.3.2.1.1. be elected from amongst the committee members;

5.11.3.2.1.2. act in compliance with the Duties of the Chairperson (Bylaw 2.9.2);

5.11.3.2.1.3. and fulfill the duties in Bylaw 2.9.5.11.1;

5.11.3.2.1.4. A Deputy Chairperson (if applicable), who shall assume the duties of the Chairperson at the discretion of the Chairperson or the committee or in the absence of the Chairperson.

5.11.3.3. The Health Plan Committee will have:

5.11.3.3.1. A membership limit, as per Bylaw 2.9.4.2.2., set at 12 voting members, including the Chairperson and the Deputy Chairperson (if applicable).

5.11.3.4. The Vice-President Student Services (Official Liaison, Ex-officio), President (Ex-officio), and SOGS Accounting Manager (Ex-officio), and Communications Administrator (Ex-officio) shall be non-voting members in accordance with Bylaws 1.6.4.2, 2.9.3.7., and 2.9.3.8.

5.11.3.5. All voting members of the Health Plan Committee shall be full and associate members of the Society nominated to the committee by the Society's Council.

5.11.4 Article II: Committee Management

5.11.4.1. The HPC will act in accordance with Bylaw 2.9.3.5 and 2.9.3.7 to determine quorum, Bylaw 2.9.3.9 to manage and maintain attendance, and Bylaw 2.9.4.2.1 to count votes.

5.11.4.2. Voting Policies

5.11.4.2.1. Aside from the scheduled meetings, online voting is also permitted on the condition that it is for correcting spelling, grammar or wording mistakes on motions. Voting members shall be given one (1) business day to respond to an online vote, at which point the vote shall be considered concluded. If any voting member objects to business being voted on online, the voting shall be prohibited for that particular piece of business.

5.11.4.2.2. Committee members (including the Official Liaison, Chair(s), Deputy Chairperson (if applicable), and ex-officio members) can hold up to three (3) proxies.

5.11.4.3. The committee shall:

5.11.4.3.1. The President shall:

5.11.4.3.1.1. be a non-voting member, ex-officio, of the HPC;

5.11.4.3.1.2. be a signing authority on the Health Plan Contract with the Vice-President Student Services.

5.11.4.3.2. The Vice-President Student Services shall:

5.11.4.3.2.1. be a non-voting member, Official Liaison and Ex-officio, of the HPC;

5.11.4.3.2.2. be a signing authority on the Health Plan Contract with the President.

5.11.4.3.2.3. be bound by Bylaws 2.1.10 and 2.1.2.4;

5.11.4.3.2.4. oversee the administration of the Health Plan in consultation with the President, the HPC, and the Plan Broker;

5.11.4.3.2.5. be the primary contact person for Plan Bidders in a tendering year;

5.11.4.3.2.6. work with the Accounting Manager, Administrative Assistant, and Communications Administrator to maintain website Health Plan information.

5.11.4.3.3. The Chairperson shall:

5.11.4.3.3.1. act in accordance with Bylaws 2.9.2 for general duties of a SOGS Committee Chairperson;

5.11.4.3.3.2. act in accordance with Bylaw 2.9.5.13 ("Health Plan Committee");

5.11.4.3.3.3. call monthly meetings (unless otherwise agreed upon by the HPC);

5.11.4.3.3.4. assign the Deputy Chairperson (if applicable) or another Committee member to take meeting minutes in accordance with Society bylaws, "Minutes Writing Policy";

5.11.4.3.3.5. distribute Committee minutes via the HPC listserv as per Bylaw 2.9.2.8.1;

5.11.4.3.3.6. submit HPC updates, AGM Reports, Final Reports, Surveys, and Health Plan Bid Shortlists, as approved by the HPC, for consideration at SOGS Council as per Bylaws 2.15.3.7 and 2.15.3.7.1;

5.11.4.3.3.7. liaise with the Vice-President Student Services, President, and Broker for any and all work related to the Health Plan (contracts, surveys, town halls, etc.);

5.11.4.3.3.8. update the HPC Chair Transitional Manual at the end of their term and submit it for review to the Vice-President Student Services before stepping down and/or graduating.

5.11.4.3.4. Committee members shall:

5.11.4.3.4.1. act in accordance with Bylaw 2.9.3.9;

5.11.4.3.4.2. regularly attend committee meetings to the best of their ability;

5.11.4.3.4.3. participate in the committee's projects to the best of their ability;

5.11.4.3.4.4. vote to approve minutes and motions, and in elections (e.g. HPC Chairperson).

5.11.4.4. Maintaining Membership

5.11.4.4.1. The Communications Administrator shall oversee the HPC listserv and committee member list.

5.11.4.4.2. The Vice-President Student Services shall ratify committee members at Council and inform the HPC Chair about new members.

5.11.4.4.3. The Chairperson shall enforce SOGS Committee policies as per Bylaws 2.9.3. and 2.9.4. and inform the Vice-President Student Services when new members are added, and when members resign.

5.11.4.4.3.1. If the Chairperson position becomes vacant the Deputy Chairperson (if applicable) will serve as chair pro tempore until the next HPC meeting where an election to replace the Chair will take place.

5.11.4.4.3.2. If the Chairperson is temporarily unable to complete the roles and responsibilities of the chair position, the Deputy Chairperson (if applicable) will fulfill the roles and responsibilities of the Chairperson until the Chairperson returns.

5.11.4.4.3.3. The only circumstances in which the HPC may be temporarily chaired by the Official Liaison is for the purpose of conducting an election to select an existing member of the HPC to the position of Chair even if for a temporary, non-permanent and short-term basis, or until the Chair position is filled.

5.11.4.4.4. Committee Members shall:

5.11.4.4.4.1. act in accordance with Bylaw 2.9.3.9;

5.11.4.4.4.2. inform the Chairperson, Vice-President Student Services and copy the Communications Administrator if they wish to resign from the committee.

5.11.4.5. Committee Archiving

5.11.4.5.1. The Communications Administrator will submit HPC minutes to the SOGS Public Dropbox.

- 5.11.4.5.2. The Vice-President Student Services will store HPC minutes and relevant documents in the SOGS Vice-President Student Services Google Drive folder under "Health Plan Committee".
- 5.11.4.6. Non-committee members may attend as non-voting guests if invited by the Chairperson. Committee members may also request that non-committee members attend as non-voting guests.
- 5.11.4.7. Bylaw 1.6.5. the Chairperson, and voting members may serve no more than 12 consecutive months without being ratified for a new council year.
- 5.11.4.8. Respectful Abandonment: In the event of the failure of a voting member of the committee to attend two meetings during their term either in person or by proxy, the Chairperson may remove the member from the committee in accordance with the protocols listed in Bylaw 2.9.3.9.

5.11.5 Article III: Operations

5.11.5.1. Health Plan Opt-Ins / Opt-Outs

- 5.11.5.1.1. Health Plan opt-ins/opt-outs shall be permitted until the last day of class of the first semester in which a graduate student becomes enrolled at UWO.
- 5.11.5.1.2. Health Plan opt-ins/opt-outs shall be permitted after the deadline under the following circumstances/conditions:
- 5.11.5.1.2.1. Proof of completion of non-full-time student status, such as completion of studies;
 - 5.11.5.1.2.2. Proof of alternate health plan coverage (not including UHIP, OHIP, or provincial equivalent);
 - 5.11.5.1.2.3. Under the discretion of the HPC.
- 5.11.5.2. Health and Dental Plan (N.B. Fiscal year begins September 1)
- 5.11.5.2.1. The HPC Official Liaison and the President are responsible for ensuring the following policies are enforced:
- 5.11.5.2.1.1. General Procurement Policy
 - 5.11.5.2.1.1.1. The HPC shall act in accordance with Society bylaws on "Procurement."
 - 5.11.5.2.1.1.2. The HPC shall specifically act in accordance with Society bylaws on "Request for Proposal."
 - 5.11.5.2.1.1.3. The HPC shall sign a non-disclosure agreement for the duration of the process until the contract is executed and signed.
 - 5.11.5.2.1.2. Health Plan Procurement Policy
 - 5.11.5.2.1.2.1. The HPC shall act in accordance with Society bylaws on the "Health Plan."
 - 5.11.5.2.1.2.2. The HPC shall act in accordance with Society bylaws on "Conflict of Interest."

5.11.5.2.2. In a non-tendering year, the HPC will devote its time to research and data collection in order to continue to improve the Health and Dental Plan.

5.11.5.2.3. Health & Dental Plan Timeline

Milestone		
Prepare to Tender	October and November	See archived documents/data
Circulate RFP	First week in December	See Procurement Policy
Receive Bidder Questions	Second week in January	See archived documents
Respond to Questions	Third week in January	See archived documents
Proposal/Bid Deadline	Second week of February	See Procurement Policy
Evaluate Proposals/Bids	Third week of February	See archived documents
Bidder Interviews	Fourth week of February	See archived documents
Submit Shortlist to Council	Last Thursday of March (Council)	See Bylaw 3.5.17.2
Final Report to Council	Last Thursday of May (Council)	See archived documents

5.11.5.2.4. Health & Dental Plan Award Process

5.11.5.2.4.1. Involves vetting of submitted bids in addition to a 45-minute interview of each bidder.

5.11.5.2.4.2. The HPC will construct its shortlist based on the following criteria:

5.11.5.2.4.2.1. price – 30% (e.g. Lowest premium);

5.11.5.2.4.2.2. specific Compliance – 25% (e.g. financial responsible model(s) for SOGS);

5.11.5.2.4.2.3. quality – 20% (overall financial and service value to graduate students; coverage);

5.11.5.2.4.2.4. terms and conditions – 10% (e.g. blackout period, dispensing fee, family opt-ins fees);

5.11.5.2.4.2.5. experience – 10% (e.g. working directly with other Graduate Societies);

5.11.5.2.4.2.6. other – 5% (Discounts, Network, Bursaries, Sponsorship, Promotional, Communication, Administrative, Data Analytics, Flex Plans, Mental health/Wellness initiatives, etc.).

5.11.5.3. Graduate Student Mental Health and Wellness

5.11.5.3.1. Work in partnership with the Vice-President Student Services, Graduate Peer Support (GPS), and the Health & Dental Plan Broker in preparation for Graduate Wellness Week (October) and its initiatives.

5.11.5.3.2. During non-tendering years, the HPC will work in partnership with other SOGS committees to advocate on behalf of graduate students in terms of their mental health and wellness.