

**MIDDLESEX COUNTY JOINT HEALTH INSURANCE FUND**

**EXECUTIVE DIRECTOR/FUND ADMINISTRATOR**

Selection Criteria

The selection criteria to be used by the Fund's Contracts Committee in making its recommendation to the Fund Commissioners as to which proposal is most advantageous to the Fund, price and other factors considered, shall include:

1. The name and qualifications of the individual(s) who will perform the services;
2. Experience and reputation in the particular field of endeavor;
3. Ability to perform the required services in a timely manner (including familiarity with the subject matter, attendance at meetings, etc.)
4. Competitiveness of rates (fees and expenses); and
5. Other factors, if determined to be in the best interests of the Fund.

If, after receipt of any proposals as described above and prior to any recommendation to the Fund Commissioners, the Contracts Committee determines to revise the required services or to seek more favorable terms, all vendors who have submitted proposals shall be given an equal opportunity to resubmit or modify their proposal.

Applicants will be eliminated from competition if they do not meet applicable Federal, State or County legal requirements. Where Federal or State law regulations require a procedural step(s) at variance with these procedures, the Federal or State requirements shall govern.

All contracts pursuant to the fair and open process will be awarded by a majority vote of the Fund Commissioners at a public meeting.

**The term and services for which proposals are sought:**

**EXECUTIVE DIRECTOR/FUND ADMINISTRATOR**

TERM. April 1, 2025 to March 31, 2026.

SERVICES. During the term of this Agreement, the Executive Director/Fund Administrator shall provide the services of senior professionals satisfactory to the Fund's Executive Committee/Commissioners. The Executive Director/Fund Administrator shall also provide all necessary staff support and shall provide the following:

- A. Carry out the policies established by the Fund Commissioners or Executive Committee, and otherwise administer and provide for the day-to-day management of the Fund.
- B. Prepare for approval of the Executive Committee/Commissioners, and implement the Fund's operations manual and the policy and procedures manual.
- C. Prepare the Fund's budget, compile and bill the monthly assessments to each Local Unit. Prepare invoices to the entities for COBRA and Direct Billed Retiree services.
- D. Maintain the Fund's underwriting files, including census data, prepare new member submissions for review by the Executive Committee/ Commissioners, and supply underwriting data to other Fund professionals as needed.
- E. Assist the Fund's Treasurer in tracking accounts payable/accounts receivable.
- F. Prepare minutes of each Fund meeting.
- G. Prepare and submit all reports and filings required by state regulations including monthly and quarterly reports. Research and handle regulatory issues.
- H. Attend all meetings of the Executive Committee/Commissioners and Professional meetings.
- I. Prepare agenda for monthly meetings of the Executive Committee/Commissioners and an agenda package which is to be submitted in advance to Commissioners and Fund Professionals.
- J. Prepare agenda and preside over monthly and other meetings of Fund Professionals.
- K. Manage and administer all participant complaints and direct them to appropriate professionals, and Chair the Claims Appeal Committee of the Fund. Manage and administer all claim appeals.
- L. Benefit design, implementation and ongoing maintenance.
- M. Manage and be responsible for communications with the Department of Personnel and Benefit Coordinators of each Local Unit, Commissioners and the employees of the Local Units.

- N. Perform such other duties specified by the Executive Committee/Commissioners in its manual of operations pertaining to the Executive Director/Administrator.
- O. Coordinate the activities of the various Fund Professionals and develop appropriate procedures with regard to the flow of information between and among Professionals and Commissioners.
- P. Negotiate all vendor contracts.
- Q. Serve as Custodian of Fund records and maintain same.
- R. Develop checklist of required regulatory filings.
- S. Prepare monthly reports for Commissioners.
- T. Oversee the eligibility system; maintain system set up, updates, adds/deletes, etc. Be knowledgeable reference for entities questions.
- U. Coordinate the financial reports of the Treasurer.
- V. Preparation for and coordination of Open Enrollment.
- W. Employee communication. Prepare and distribute regulatory quarterly and annual mailings
- X. Review and provide commentary on financial issues affecting the Fund including network discounts, trends in medical cost, reinsurance and HMO arrangements.
- Y. Assume overall executive responsibility for the operations of the Fund except that the Executive Director/Fund Administrator shall not be responsible for the errors and omissions of any other servicing organization except as to generally monitor the compliance of said organization with the directives of the Executive Committee/ Commissioners, their SERVICE PROVIDER Contract, or the applicable statutes and regulations as to the form and timeliness of said undertakings. For example, the Administrator shall be responsible to verify the issuance of excess or reinsurance policies, and the timely receipt of said policies by the Fund, however, the Administrator shall not be responsible for the content of the policies or the adequacy of the coverage.