Michigan Dental Association

SCOPE OF THE COMMITTEE ON EMPLOYEE BENEFITS (CEB)

Composition

The Employee Benefits Advisory Committee consists of the following:

- MDA President
- MDA Secretary/Treasurer
- IFG Board Chair
- MDA Executive Director
- Two members at large; may be a member of the MDA Board of Trustees.
- Consultants (individuals with specific expertise or perspective) may be appointed to serve on an as-needed basis as determined by the Board
- Exceptions to the above may be made with Board approval.

Purpose

To assist the executive director in staff compensation and benefits matters and to assist the Board of Trustees in the evaluation and approval of the employee health, dental and retirement benefits.

Authority

- EBAC has the authority to approve an employee health plan benefit, to include the authority to approve up to 10% over the existing MDA/IFG employee health plan budget
- In the event the employee health plan selected by EBAC costs more than 10% over the budgeted amount, EBAC is to submit a recommendation to the MDA Board.

Duties

- Ensure a review of the employee compensation program every third year by an external consultant, so that total compensation (wages and benefits) are competitive and current as compared to market
- Monitor the performance of the compensation plan consultant; make a recommendation to the Board if a change in consultants is warranted
- Ensure that staff have regular meetings with pension administrators, annually review the MDA contribution to employee's pensions and make a recommendation to the MDA Board on the contribution at the Board's September meeting
- Make recommendations to the Board on the HSA funding amount for the employee health benefit
- Annually review the employee dental benefit costs and maximums; make

recommendations to the Board so that the program remains competitive

2022-2023 Charges (effective May 1, 2022)

- Conduct an employee pay review to ensure it is competitive within the Lansing market for like-entities.
- Monitor benefit programs and make recommendations as appropriate.

Approved: March 2022