



March 1, 2016

To all participants of the Employee Benefits Fund,

The Board of Trustees for the PBC FF's Employee Benefits Fund has taken action to create terms of office for Trustees. Each Trustee position will be up for election every five (5) years beginning with two (2) positions up for election this year (2016) and two (2) additional positions every year to get all positions on a five (5) year cycle. New Trustees will take office on June 1st of each year.

Beginning March 1st and concluding on March 31st we will be accepting letters of interest from individuals who would like to serve on the Board of Trustees for the Insurance Fund. Interested individuals must be a current or retired member of PBCFR who is currently enrolled in the Insurance Fund. You may include up to a two page resume, and one page of other qualifications and/or description of reason(s) desiring the position which will be shared with all members eligible to vote.

Between April 1st and 7th a list of the candidates for the vacancy shall be posted on our website, and emailed to all eligible voters along with any resumes, qualifications or description of reasons why they should be elected that was submitted by the candidates.

Voting for the position will commence on the morning of May 9th and end at 5pm on May 13th. Voting will be done on a secured website to which the Fund staff and Trustees do not have access; they will only be provided the final results once voting has been closed. The site which will be accessed through a link on our website has a proven track record in handling on-line voting for many Unions across the country. You will be required to create a username and password with information that only you should know. If you voted in the last Trustee election then your login information remains the same. Voting will be open to all current or former members of PBCFR that are enrolled in either medical or dental insurance with the Fund.

The Trustee position is responsible for adopting an annual budget, determining the medical, dental, vision and life insurance to be provided for the participants of the Insurance Fund; for setting the premium rates for Active, Retired and COBRA participants; for setting the direction of our medical facility, along with many other duties required to operate and set direction for the Insurance Fund.

The position requires monthly attendance at Board meetings, which are the 3rd Thursday of each month from 9am – 2pm, all special call meetings, and attendance at specifically required training programs.

Letters of interest and any supporting documentation for the position may be mailed to the Fund at the address listed below, or may be email to masedgwick@myffbenefits.com, or faxed to 561-966-7760.

Only this announcement will be mailed by 1st class mail, any and all additional information as described above will only be done through email and our website. If we currently do not have your email address, please call the Fund office so we can be sure to keep you up to date.

Any question may be directed to the Fund's Administrative Manager Mike Sedgwick @ 561-969-6663