

Personnel and Insurance Committee Minutes
January 7, 2015 - 3:00 p.m.

Present: Chairman Daly; Supervisors Peck, Grattidge, Johnson, Lucia and Wright; Ryan Moore, Deputy Administrator; George Martin, Andrew Jarosh, Treasurer; Brian O'Connor, Auditor; Sue Hofmann, Wendy Tennant, Marcy McNamara, Robert Hartman, Personnel; Steve Dorsey, County Attorney.

Chairman Daly called the meeting to order and welcomed all in attendance.

On a motion made by Mr. Grattidge, seconded by Mr. Johnson the minutes of the December 3, 2014 meeting were approved unanimously.

Chairman Daly announced the appointment of Art Johnson as committee Vice Chair.

A printout of the duties and functions of the committee were distributed to all committee members for their review. Ms. Daly said that the committee really has oversight and recommendations on several different levels to the Board of Supervisors as well as the employees of the county.

Ms. Daly said an item noted in one of the committee meetings, was a recommendation by Supervisor Johnson that the committee needs to be looking into the contributory levels to the self-insurance reserve fund.

She said last year there were a number of changes made for department positions, which may come up again this year; therefore, she asked if the subcommittee from last year would like to reconvene and if there were other interested supervisors. The current subcommittee members are Mr. Johnson, Mr. Wright and Ms. Daly.

Mrs. McNamara gave a brief update on the monthly self-insurance report stating that there would be changes to some of the contribution levels and formulas. She said currently the revenue is not meeting expenses. The year-to-date expenses are up \$545,247.42. The December expenses are down \$6,481.89 with a year to date total of \$2,767,647.40.

Ms. Daly said last year the committee approved increasing the coverage with United Healthcare. A request for a resolution to approve the amounts was made.

Mr. Moore said the contract that was initially approved in 2013 would have authorized an amount not to exceed \$1,821,924. In May of 2014 the committee and the Board addressed an issue with the Medicare Advantage population which reached the catastrophic coverage phase. It was anticipated that when the change was made it would cost an additional \$79,000. He said after review it looks as though that number will be closer to \$59,000. The money is in last

year's budget to cover these bills; therefore the resolution will amend resolution 185-13 to revise the not to exceed amount to \$1,881,924.

A motion was made by Mr. Grattidge, seconded by Mr. Lucia to approve a resolution to amend resolution 185-13, revising the not to exceed amount to \$1,881,924. Unanimous.

Ms. Daly said every year a Standard Workday Resolution is approved. She said there is an issue where a correction needs to be made on the resolution that was passed last year where reported time for Supervisor Tollisen was reported incorrectly.

A motion was made by Mr. Lucia, seconded by Mr. Johnson to approve a correction to the Standard Workday Resolution. Unanimous.

A copy of the Vacancy review report was distributed to all committee members for their review. Ms. Daly said each department goes through a vacancy review committee that is comprised of the Chairman of the Board, Chairman of Law and Finance, Chairman of the Personnel Committee, Chairman of the committee that the department reports to, and representatives of the County Administrator or his deputy. Ms. Daly said the vacancy review report is brought to the committee for information purposes and will be updated on a monthly basis. She said the Personnel committee and the Chairman of the Board, will either convene the vacancy review committee or reach out to each one of them to obtain approval to move forward with positions. When openings come up they go on a thirty day wait period in order to give the committee and Supervisor's time to review and make any changes as needed. She said at times requests are made to waive the 30 day wait period, and have granted in the past for primarily Public Safety and Public Health reasons.

Ms. Daly said as the county is nearing the sale of Maplewood Manor, The Maplewood Employee Transitional Open House is going to be held on January 9, 2015 from 1:30p.m. to 4:30p.m., in the employee cafeteria.

Ms. Daly said she has had conversations with Personnel about waiving the 30-day wait period for any Maplewood employee who has applied for and will be hired somewhere else within the county.

On a motion made by Mr. Lucia, seconded by Mr. Johnson the meeting was adjourned unanimously.

Respectfully submitted,
Chris Sansom

