

PERSONNEL & INSURANCE COMMITTEE

June 8, 2016

Meeting minutes

PRESENT: Chairman Thomas Wood; Committee Members John Collyer, Ed Kinowski, Dan Lewza, Dick Lucia and Bill Peck; Supervisors Art Johnson, Jon Schopf and Chairman of the Board Mo Wright; Spencer Hellwig, County Administrator; Marcy McNamara, Personnel Director; Diane Brown, Personnel Deputy Director; Bob Hartman, Personnel Safety and Health Coordinator; Wendy Tennant, Self-Insurance Specialist; Carla Groves, Personnel; Brian O'Connor, County Auditor; Pat Malleolo, Marshall & Sterling.

Chairman Wood called the meeting to order and welcomed those in attendance.

On a motion by Mr. Lewza, seconded by Mr. Peck the minutes of the May 4, 2016 meeting were unanimously approved.

The Self-Insurance report was distributed. Mrs. McNamara said there were 17 new claims down by 10 compared to 2015. There have been more tick bite cases. Expenses were \$28,000 lower than May of 2015. Two permanency awards were given out. Mr. Kinowski asked what agencies are doing that have employees exposed to outdoor work to combat ticks. Mrs. McNamara said Corvel is coming on board next month and various trainings will be held and that is one of the topics that will be covered.

Mr. Wood said the transition from Sedgewick to Corvel is going smoothly. They meet on a regular basis with the transition set to move to Corvel in its entirety on July 1st, 2016. Information is currently being boxed up to be mailed to Corvel who will be scanning it into their system. Letters will be prepared and sent to participants. Mr. Wood said one of the strengths of Corvel is that they have a nursing program that will be providing preventative information to help keep claim numbers down.

Mr. Wood introduced Mr. Malleolo. Mr. Malleolo distributed information of Health eFX and the FMLA Act. He said Health eFX is the vendor the County will be contracting with to do health care reform tracking. The handout contained a timeline. This vendor will be tracking benefits to ensure the County is complying with the law as to avoid penalties. Mr. Peck said this will make sure the County is meeting the requirements, the State Mandates as well as the reports that are required to be submitted. Mr. Malleolo said that was correct. Mr. Lucia asked if the County had to make adjustment with part-time employee's hours. Mrs. McNamara said the County did. As the result of Maplewood Manor privatizing some part time employees were working full time hours. Because of this, they were entitled to health insurance. Mr. Malleolo said this new vendor will monitor that.

Mr. Malleolo reviewed the new FMLA Legislation which mirrors much of the Federal guideline. The biggest change will be if an employee is out on a qualified leave that person will have to be paid while they are out. Currently if an employee is out on this leave and does not have sick time or a salary continuation then the employee is not paid. This change will be phased in and will begin in 2018. Mr. Malleolo said there is not of information provided at this time and is researching if the County is exempt from this or not.

Mr. Wood said Department Head training was held by Mrs. McNamara and her staff as well as Jay Girvin. 22 of 25 Department Heads did attend. If the Department Head could not be there, deputies and staff were sent. The training was 2 hours and covered 14 topics.

Mr. Wood said the County Wellness Committee has been formed and has 10 members. They are identifying programs to focus on the health of employees. Currently enrollment is open for a "walking works" program to run from June 10th to July 7th. If employees sign up by Friday, June 10th they will be entered into a drawing to win a gift card. The motto of the Committee is "Health is Wealth". Mrs. McNamara hopes at least 150 employees will participate.

Mr. Wood said as part of the ongoing revision of the County's Policies and Procedures there are two policies being revised this month and were distributed to the Committee. The first is the Student Intern Policy. This

policy was created in 1986 and has not been updated since. The interns may be high school, college aged and even graduate students. This program benefits the students as well as the County. The new policy will allow for ten (10) paid interns as well as a new exploration program for unpaid internships. The paid interns will receive an amount not to exceed \$14.50 per hour. Mr. Lucia shared a success story of a young man from Corinth who asked about an intern opportunity. Mr. Lucia contacted the District Attorney's Office who took him as an intern. He said this young man has gone on to be a law school graduate. He said this is a very important program. **On a motion by Mr. Lucia, seconded by Mr. Kinowski unanimous approval was given to amend the Policies and Procedures Manual relative to the Student Intern Policy.**

Mr. Wood said the other policy is the Substance Abuse Policy. The County has never had this kind of policy just a "statement". Mr. Wood went over all the sections of this new policy. Mr. Lewza asked if all employees would be subject to drug testing or just the ones that drive vehicles. Mr. Hellwig said the collective bargaining agreements already have language in place. Mrs. McNamara said there is reasonable suspicion drug testing. She said any employee can be tested but they have to be showing signs to suspect use. If drug use is suspected and there is reasonable suspicion any employee can be sent for testing and training for that has been given to Department Heads. Mr. Peck stated that Corvel will be conducting training for this as well. **On a motion by Mr. Peck, seconded by Mr. Kinowski unanimous approval was given to adopt a Substance Abuse Policy to be included in the Policies and Procedures Manual.**

Mrs. McNamara distributed the Vacancy Review spreadsheet and went over the positions that are vacant at this time.

Mr. Wood reminded everyone that Tuesday, June 13th from 2pm to 3pm Narcan training will be held at the Fire Training Center. This is a valuable training which will include recognizing an overdose, administer intranasal Narcan and take appropriate steps until EMR arrives. Mr. Peck said it would be a good idea for a representative from each municipality to attend. Mr. Wood said that each attendee will be receiving a Narcan kit. He reminded everyone that sign up is required for this training and must be done by Friday, June 10th.

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

Respectfully Submitted,

Pamela Wright
Clerk of the board