

Personnel and Insurance Committee  
February 8, 2012 – 3:00 p.m.

Present: Chairman A. Johnson; Supervisors Grattidge, Daly, Peck, Kinowski, Collyer, M. Johnson, Southworth, Wood, and Sausville; Ryan Moore, Mgmt. Analyst; George Martin, Treasurer; Jack Kalinkewicz, Personnel; John Adams, Probation; League of Women Voters; Press.

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

Chairman A. Johnson announced the appointment of Ms. Daly as committee Vice Chairman.

Mr. Kalinkewicz distributed the monthly Self Insurance Report to all committee members for their review stating that the expenses through January were \$166,605.46 and the new cases for the month of January were down by 9.

Mr. Johnson said last year it became evident during the budget process that the county needs to address health insurance costs. Last year the Personnel and Insurance Committee took a first step by changing the way the program is funded. Instead of renewing the traditional way of paying a fully insured premium we went into an Administrative Services Contract with Blue Shield. The savings are projected to be \$1.5 million. When the budget was concluded, the Board charged this committee for 2012 to produce more savings. In order to do that we will need to look at a newer low cost health insurance plan to replace the existing plans. To do that we will have to look at changing the level of benefits that are offered. With the ASO process we can model our own plan and pick and choose the plans we want to offer, and high cost ones that may not be used we can eliminate from the program. Once there is a plan there will be an RFP put out to all providers.

Mr. Johnson said there was a direct charge by the Board to have the committee look at the level of contribution by employees who currently don't contribute. This is part of a collective bargaining process and the Unions will have to accept the proposed plan and the levels of contribution.

Mr. Johnson appointed a subcommittee that will report back to the full committee with their recommendations. The subcommittee will consist of Mr. Johnson, Ms. Daly and Mrs. Johnson.

Mr. Johnson said with the turnover of Department Heads as a result of the early retirement incentive last year's committee felt it was important that training be provided to new department heads. The Personnel committee handed out a survey to see what topics or areas they felt were important for training. Mr. Kalinkewicz said the areas that have gathered the most interest are: advanced supervision, how to deal with difficult

people, how to handle conflict, long range planning, supervisor responsibility regarding safety, collective bargaining agreements and how the grievance process works. Mr. Kalinkewicz said he would present a full report to the Committee once all responses have been submitted.

Mr. Johnson said that last years Personnel Committee decided that there was a need for Department Head Evaluations. The consensus by the committee is that the evaluations should be done by the County Administrator. A draft of the new proposed managerial evaluation program was distributed to all committee members. Mr. Johnson said it consisted of the department head meeting with the County Administrator at the beginning of the year, setting goals for the department, and at the end of the year measuring those performances against the goals. The committee would look for a report from the County Administrator as to how the particular department measured up, and how the department head performed. Appeals would be filed with the Personnel Committee chairman. Mr. Johnson asked that committee members review the materials and submit any suggestions they may have to either himself or Mr. Kalinkewicz. Mr. Johnson said he would like to get it implemented by next months meeting so the process could begin early in the year.

**On a motion made by Mr. Peck, seconded by Mr. Kinowski the meeting was adjourned.**

Respectfully submitted,  
Chris Sansom