

Personnel and Insurance Committee Minutes
March 7, 2012 – 3:00 p.m.

Present: Chairman A. Johnson; Supervisors Grattidge, Daly, Kinowski, Collyer, M. Johnson, Southworth, Wood and Sausville; Ryan Moore, Mgmt. Analyst; Sam Pitcherale, George Martin; Treasurer; Jack Kalinkewicz, Marcy McNamara, Bob Hartman, Personnel; Brian O’Conor, Auditor.

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

On a motion made by Mr. Collyer, seconded by Mr. Grattidge the minutes of the February 8, 2012 meeting were approved unanimously.

Mr. Kalinkewicz gave a brief overview of the monthly self-insurance report. He said the new cases for the year are fine. The expenses in looking at new cases over our history versus new cases this year are less expensive. Expenses for this year are up due to a significant increase in old case activity. A number of old cases are coming out with medical expenses, revisiting old injuries and medical visits, which have significantly increased expenses. The reimbursements on most cases that are sent to the State were approximately \$150,000, so this will lower obligations significantly, he said.

Mr. Johnson said last year this committee was charged with looking at the counties healthcare benefits. There will be several things that will be looked at including lower cost plans, employee contributions by those who currently do not contribute, and looking at retirees. Mr. Johnson said the subcommittee met approximately a week ago and the first thing that they are going to address is the plan design. They have met with Benetech Consultants where they will be providing alternative benefit designs for the current POS and PPO plans. They will also look at HSA and HRA plans, which could be less costly than the current plans. Bids will be sent out this year for the county health plans. With Union negotiations ongoing, whatever plan the committee comes up with will be offered to the Union.

Mr. Grattidge suggested that another area to be looked at would be to possibly develop a policy for new hires, with regard to length of service. This would include full health care into retirement from the present level that we are now, and possibly for higher contributions, trying to have a unified policy as we move forward with negotiations.

Mr. Johnson said a questionnaire was sent to all department heads as to what types of programs or topics they would like to see receive training.

Mr. Kalinkewicz said the questionnaire indicated that the highest priorities for topics included: Employee Discipline; How to Deal with Difficult People/Defusing Hostile Situations; and How to Manage Conflict. He said the county has a retainer with Girvin & Ferlazzo and they do have training that would be free to the county. Mr. Johnson said this

would be a good starting point, as the county doesn't have any money in this year's budget for training.

Mr. Johnson said last month the committee was provided with a draft procedure for Department Head Evaluations by the Administrator. A new draft was distributed to all committee members.

Ms. Daly suggested having appendix "B" completed by the Department Head and brought to their evaluation.

The following revisions to the Managerial Evaluations/Development Program were made.

- Each Department Head shall submit a statement of goals for the year by **January 1st**. Exceptions shall be made in cases where Federal and State actions prohibit this **January 1st** deadline.
- Each Department Head shall also submit a narrative report of the projects completed/goals met during the previous year and any other pertinent data to the County Administrator by this **January 1st date, using appendix "B" as a guide.**
- The County Administrator shall meet with all Department Heads prior to March 1st and prepare a report of all eligible Department Heads and present it to the Chairman of the Personnel/Insurance Committee by March 15th. Such report shall be reviewed by the Personnel Committee and after which with any comments be given to the Chairman of the Board.
- Should a Department Head wish to appeal his/her evaluation, such Department Head shall make an appeal to the Chairman of the Personnel Committee by March 15th. The Chairman shall consult with the Personnel Committee and make a decision by the next scheduled committee meeting if possible. Such decision shall be forwarded to the Chairman of the Board.

On a motion made by Mr. Grattidge, seconded by Mr. Collyer the meeting was adjourned to Executive Session for the purpose of a Personnel Disciplinary Issue. Unanimous.

On a motion made by Ms. Daly, seconded by Mr. Collyer the meeting was re-opened to regular session.

No Action was taken.

On a motion made by Mr. Kinowski, seconded by Ms. Daly the meeting was adjourned.

Respectfully submitted,
Chris Sansom