

Personnel and Insurance Committee  
August 2, 2011 – 3:00 p.m.

Present: Chairman A. Johnson; Supervisors Collyer, Daly, Hargrave, Rowland, Wood, Southworth and Kinowski; Spencer, Hellwig, Administrator; Ryan Moore, Mgmt. Analyst; Marcy McNamara, Jack Kalinkewicz, Personnel; George Martin, Treasurer.

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

**On a motion made by Mr. Hargrave, seconded by Mr. Rowland the minutes of the July 6, 2011 meeting were approved unanimously.**

Mr. Kalinkewicz gave the following monthly Self Insurance Report: Consistent with the past few months we are still down with cases and money for a total of \$245,093.57 so far for the year.

A copy of the Self-Insurance Budget report was distributed to all committee members for their review and Mr. Kalinkewicz gave the following overview. There was a reduction in administration based on the staffing model that was changed in hiring a third party. There is a fee now for Sedgewick administration and medical billing expense. The other reserve is the money that they do hold in a run out with our contract with them, he said.

Mr. Kalinkewicz said under Volunteer Firefighter benefits and Worker's Compensation, there would be changes in those rates over the next year to the downside based on the contract with Sedgewick, and they will end up being a surplus at the end of next year.

Mr. Kalinkewicz said there was additional revenue this year that wasn't budgeted that came from revenue from the State Assessments 15-8 and 25A. He said he has put that income in the contributory reserve, raising that amount from \$200,000 to \$365,215.

The Total estimated revenues for 2012 are \$3,304,974. The contributory reserve as of this date stands at \$7,033,000.

Ms. Daly asked what the appropriate contributory reserve should be for a county of our size? Mr. Martin said approximately \$11 million.

**A motion was made by Mr. Rowland, seconded by Mr. Hargrave to approve the Self-Insurance Budget for 2012. Unanimous.**

Mr. Johnson said this is the last year of our liability insurance so the bidding process will begin. Typically, a consultant is hired to take us through the process, he said. An RFP was sent out with five responses. Interviews will take place with the two lowest bidders. Mr. Johnson appointed Mr. Richardson, Mr. Hellwig, Mr. Moore and himself to a subcommittee that will be responsible for the interview process.

Mr. Johnson said the evaluation of department heads was brought up at the last meeting by Supervisor Collyer, and at that time direction was given to Mr. Kalinkewicz to begin work on that.

Mr. Kalinkewicz said based on conversations last month he took the liberty of surveying a number of other counties that have systems in place and received a considerable number of responses to that regarding what the evaluation form should look like and contain. Mr. Kalinkewicz said at next months meeting he would bring a recommendation to the committee. The county policy does say that evaluations are going to be done and that they will be done by the County Administrator's office.

Mr. Hargrave said there are a certain number of department heads that do not report to the County Administrator, they report to the Board of Supervisors. Mr. Kalinkewicz said the current policy language states that all Department Heads are under review of the County Administrator, with the exception of elected officials. He said the policy could be changed if the Board of Supervisors decides that is what they would like to do.

**On a motion made by Mr. Hargrave, seconded by Mr. Rowland the meeting was adjourned.**

Respectfully submitted,  
Chris Sansom