

“Unapproved”  
Personnel and Insurance Committee Minutes  
November 2, 2011 – 3:00 p.m.

Present: Chairman A. Johnson; Supervisors Collyer, Daly, Hargrave, Richardson, Rowland, Southworth, and Wood; Spencer Hellwig, Administrator; Ryan Moore, Mgmt. Analyst; J. Kalinkewicz, Robert Hartman, Marcy, McNamara, Personnel; Kathy Marchione, County Clerk; Barry McNamara, Kyle Wessel, Benetech.

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

**On a motion made by Mr. Hargrave, seconded by Ms. Daly the minutes of the October 5, 2011 meeting were approved unanimously.**

Mr. Kalinkewicz distributed a copy of the Self-Insurance Pool for the period 1/1/2011 to 10/30/11 to all committee members for their review. He stated that the cases and the money were both down.

Mr. Johnson introduced Barry McNamara and Kyle Wessel from Benetech, the county health insurance consultant. He said they would be discussing renewal rates and ways in which the county could reduce health care costs.

Mr. Kalinkewicz said that Benetech has been with the County for a number of years. This year we want to make sure they have an opportunity with Blue Shield to examine different areas of our health insurance program.

The consultants reviewed the following items:

- Tier structure – pricing in premium justification (Single, 2 person, Family)
- Coverage for Medicare primary beneficiaries (e.g. Medicare Advantage)
- Alternate funding arrangement (e.g., ASO, Minimum Premium, 80/20)
  - Medical
  - Prescription
  - Dental
- Options for change in pooling charge, which may produce savings
- Potential changes to benefit structure to non bargaining unit members

Mr. Kalinkewicz said 2012 is when the county will go out to bid for the County Health Insurance. Now that the county structure of benefits are in the POS or PPO plan there are more companies that can duplicate those types of benefits locally.

Mr. Johnson said at the last Personnel and Insurance Committee meeting there were discussions regarding Department Head Appraisals. At that time the committee agreed that there should be Department Head Appraisals and samples of different types of forms that could be used were distributed to committee members for their review. During discussions the committee was interested in having an evaluation with the Department Head coming forward, setting goals and objectives for their department at budget time. Then they would meet with the County Administrator during the following year to see how they are measuring up to those goals. There would then be a year end evaluation of the department along with the department head. Based on those discussions the Personnel office has come up with a form.

Ms. Daly said she didn't think having a list of items checked off would provide the inside information that she was trying to establish to be developed between the Department Head, Administration, and the Board. She said at the end of this year Department Heads would establish goals for their departments for next year. The goal should include perhaps a benchmark that they can use quarterly to see if they are obtaining the goals, but also a plan to obtain the goals as well. At the end of the year they would take out their goals and they would write in an anecdotal form whether or not they achieved their goal and how well they did. Whether it is still a work in progress or whether they were not able to obtain the goal at all and why. Discussions with the Administrator would then take place with the Department Head, with some additional insight offered. The Department Head would then write the goal for the next year. Ms. Daly said that benchmarks should be set and parties should be made accountable. She suggested some Department Head training before beginning the initiative.

Mr. Johnson requested that all committee members forward their comments as to how they would like to revise the evaluation form to Mr. Kalinkewicz before the next meeting.

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

Respectfully submitted,  
Chris Sansom