

Personnel and Insurance Committee Minutes  
December 3, 2014 - 3:00 p.m.

Present: Vice Chairman Johnson; Supervisors Barrett, Grattidge, Lucia, Wright and Sausville; Spencer Hellwig, Administrator; Ryan Moore, Mgmt. Analyst; Robert Hartman, Wendy Tennant, Marcy McNamara, Jack Kalinkewicz, Personnel; Pat Malleolo, Marshall & Sterling; Steve Dorsey, County Attorney.

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

**On a motion made by Mr. Lucia, seconded by Mr. Barrett the minutes of the November 5, 2014 meeting were approved unanimously.**

Mr. Kalinkewicz distributed the monthly Self Insurance Report to all committee members for their review. A request was made to transfer \$200,000 from the Contributory Reserve into the Operating Budget.

**A motion was made by Mr. Barrett, seconded by Mr. Lucia to amend the 2014 budget to transfer \$200,000 from the Self Insurance Contributory Reserve Fund into the Operating Budget. Unanimous.**

Mr. Johnson said that next year the committee should be looking into changing the contributory levels.

Mr. Kalinkewicz said he has discussed with Mr. Malleolo about looking into potentially new formulas on how the budget is going to collect revenues. He said currently there isn't enough revenue collected to make the expenses that are being experienced.

- Approval of the 2015 Compensation Schedule

**A motion was made by Mr. Wright, seconded by Mr. Barrett to adopt the 2015 County Compensation Schedule providing for the adoption and creation of certain positions. Unanimous.**

- Salary adjustments for employees not covered by the collective bargaining agreement

**A motion was made by Mr. Grattidge, seconded by Mr. Lucia to set the 2015 salaries for county officers, officials, management and confidential personnel who are not members of the collective bargaining unit and do not require local law approval for a salary increase. Unanimous.**

- Salary adjustments for temporary and part time employees

**A motion was made by Mr. Barrett, seconded by Mr. Lucia to set the salaries for temporary and part time employees who are not covered by the collective bargaining agreement. Unanimous.**

- Local Law introduction for local official cost of living increases and setting a date for a public hearing

Mr. Johnson said the date of the Public Hearing will be January 14, 2015 at 4:55p.m.

**A motion was made by Mr. Grattidge, seconded by Mr. Barrett to set a date and time for the public hearing introducing a Local Law for local official's cost of living increases on January 14, 2015 at 4:55 p.m. Unanimous.**

Mr. Malleolo from Marshall and Sterling said they are adjusting to move the Third Party Administrator from Jaeger & Flynn Assoc. Inc., to Choice Strategies for the Flex Plan beginning January 1, 2015. He said the reason for the move is for a vendor that is more committed to the county from a service prospective. Based on the anticipated level of participation, Mr. Malleolo recommended prefunding a dedicated account in the amount of 25% of the projected annual cost of \$150,000. He said the switch would be revenue neutral with a two year rate guarantee.

**A motion was made by Mr. Grattidge, seconded by Mr. Lucia to switch from Jaeger & Flynn Associates, Inc., to Choice Strategies for the Flex Plan beginning January 1, 2015. Unanimous.**

A copy of the Vacancy Review report was handed out to all committee members for their review.

Mr. Johnson said the Personnel subcommittee has been meeting with the Personnel Director to actively place Maplewood Employees in positions that become available that they are qualified for.

Mr. Kalinkewicz said that he has received a request from the Corrections Unit, where the desk officers want to split out from their corrections unit. The request has been forwarded to the County Attorney and Mr. Girvin for review.

Mr. Malleolo distributed copies of cost comparisons for the Short Term Disability Insurance as follows.

Option 1 (Currently Insured Employees)

	# of Employees		Rate per Person	Cost per Month	Cost per year
Current Plan (Hartford)	894	x	\$10.50 =	\$9,387 x 12 =	\$112,644
Proposed Plan (SML)	894	x	\$ 8.46 =	\$7,563 x 12 =	\$ 90,759

Difference **(\$21,885)**

Option 2 (All County Employees)

	# of Employees		Rate per Person	Cost per Month	Cost per year
Current Plan (Hartford)	894	x	\$10.50 =	\$9,387 x 12 =	\$112,644
Proposed Plan (SML)	1088	x	\$ 8.46 =	\$9,204 x 12 =	\$110,454
Difference					<b>(\$2,190)</b>

After discussion the committee decided on Option 2 to cover all County Employees for Short Term Disability Insurance at a savings to the county of \$2,190.

**A motion was made by Mr. Grattidge, seconded by Mr. Wright to approve changing the carrier for Short Term Disability Insurance coverage from Hartford to Security Mutual (SML) and providing coverage to All County Employees. Unanimous.**

**On a motion made by Mr. Wright, seconded by Mr. Barrett the meeting was adjourned unanimously.**

Respectfully submitted,  
Chris Sansom