

Personnel and Insurance Committee Minutes  
April 8, 2015 - 3:00 p.m.

Present: Chairman Daly; Supervisors Grattidge, Johnson, Lucia, Wright and Sausville; Marcy McNamara, Wendy Tennant, Personnel; Brian O'Connor, Auditor; Andrew Jarosh, Treasurer; Steve Dorsey, County Attorney; Ryan Moore, Deputy Administrator; Ira Neifeld; Cool Insuring; Patrick Malleolo, Marshall & Sterling.

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

**On a motion made by Mr. Lucia, seconded by Mr. Wright the minutes of the March 4, 2015 meeting were approved unanimously.**

Mr. Moore gave a brief update on the renewal of the County Insurance policies. He said the renewal would be at a 2% increase with all coverages being identical to the expiring coverages. If approved, the savings in the liability insurance budget for 2015 would be \$27,551.

Mr. Moore requested approval to include an additional \$5,000 in the resolution to cover equipment and possible additional automobiles.

**A motion was made by Mr. Grattidge, seconded by Mr. Sausville to approve the Renewal of the County Insurance Policies as outlined. Unanimous.**

Mr. Moore said discussions have taken place with regard to the purchase of Cyber Insurance. He said because the county is going to realize some savings this year it was thought to be a good time to see if the committee would like to move forward.

Mr. Neifeld discussed the county's exposure and what kinds of coverage would be available for Cyber Insurance. He said the policy would cover the entire county computer system. The cost for a \$1 million limited liability policy would be \$24,024.

Ms. Daly recommended forwarding the idea of Cyber Insurance on to the Technology Committee and the County Attorney for review and consideration.

Mrs. McNamara distributed and reviewed the Self-Insurance report for March.

Mr. Moore reviewed the need for third party employer liability insurance for Workers Compensation stating that it would protect the county from being sued if someone were injured on the job unless they were able to prove gross negligence. He said the county has been with Capital Indemnity for several years where the county is charged a flat fee per person. The coverage is based on 2,840 employees, and 2,129 volunteers for a premium of \$22,235 which is within the budget for 2015. He said last year the county spent \$24,493.

**A motion was made by Mr. Grattidge, seconded by Mr. Johnson to approve the renewal of third party employer liability insurance for Workers Compensation. Unanimous.**

Ms. Daly said the extension of the contract with Girvin and Ferlazzo will reflect no changes from the fees from last year of \$195/yr. The services will be the same that have been provided in the past with respect to employee relations. The contract will be for a one year period.

**A motion was made by Mr. Johnson, seconded by Mr. Lucia to approve a one year contract with Girvin & Ferlazzo at a cost of \$195/yr. Unanimous.**

Ms. Daly said at the last committee meeting the committee agreed to go out to bid this year for health insurance, and in doing so it was referred back to the subcommittee to review the proposals. She introduced Mr. Malleolo from Marshall & Sterling to review the process and timeline.

Mr. Malleolo reviewed the timeline for the county's healthcare bid stating that he would like to have everything in place by October so there is adequate time to inform all employees in all locations. He said all of the material is currently being put together in anticipation of sending out an RFP soon.

Mrs. McNamara distributed the Vacancy Review report to all committee members. Ms. Daly said the report would be reviewed by the Vacancy Review committee.

Ms. Daly said a copy of the revised Travel and Discretionary Funds Policy was emailed to all committee members for their review.

Mr. Johnson gave a brief overview of the proposed changes to the Travel and Discretionary Funds Policy as follows. He said the policy will remain in the format as the current policy is with the method of reimbursements changed.

1. Applicability - Will remain the same as on the current policy.
2. Meals - **The meals reimbursement would be changed to a per diem basis**, as opposed to the maximum that is allowed currently. He said if the county went to this form, there would be **no requirement for receipts**.
3. Mileage Reimbursement - Mr. Johnson proposed eliminating the exception **if working conditions require a second trip in the same day**.
4. Other Expense Reimbursement - Mr. Johnson proposed eliminating the exception **for taxi fare or other expenses where receipts are not readily available**.

Mr. Johnson proposed prior approved overnight travel will be reimbursed at **the Government, Corporate or Conference rate**.

5. Other Provisions - The Board reserves the right to expend monies to pay for expenses incurred for business breakfast, luncheons or dinners which promote a valid municipal purpose, **subject to the preapproval of the Chairman.**

Ms. Daly said she would like the changes that have been outlined to be turned over to the County Attorney and County Auditor for their review.

Ms. Daly said interviews will be held on April 20th for the position of Personnel Director.

**On a motion made by Mr. Grattidge, seconded by Mr. Johnson the meeting was adjourned unanimously.**

Respectfully submitted,  
Chris Sansom