

**SPECIAL PERSONNEL COMMITTEE MINUTES
TUESDAY, JUNE 13, 2017 – 4:30 PM
CITY HALL MEETING ROOM 2A**

Meeting was called to order by Alderman Hedlund at 4:31 p.m.

Roll Call. Present: Ald. Hedlund, Halverson, Howell. Absent: Ald. Straube, Flower. Also Present: City Administrator Oborn and Mayor Kupsik

Comments from the public limited to 5 minutes, limited to items on this agenda. None.

Approve the Personnel Committee minutes from May 2, 2017 as prepared and distributed
Howell/Halverson motion to approve. Unanimously carried.

Discussion/Action on Employee Health Benefits costs and programs including:

a. Claims Paid 6 Month Rolling Average

City Administrator Oborn provided the 6 month rolling average. It's doing what we want it to do, trending down. This is due to a combination of plan design changes, the wellness program and the spousal surcharge. The amount of people on our plan has gone down from 78 to 66; although retirees continue to be a major drain.

b. Gerber Stop Loss Renewal

The Gerber Stop Loss plan was renewed at a lower rate than last year with a 2 year lock-in. Due to timing, Mr. Oborn renewed the contract. This insurance pays claims over \$40,000. We have 3 lasers that are cumulative of \$125,000 in exposure.

c. ServeYou Prescription Service Renewal

They are doing some tweaking to the ServeYou Prescription and expecting it to go down \$30,000 to \$60,000 by adding a 4th tier.

d. Sysco/HPS Plan Maintenance Renewal

There is a slight increase with Sysco. HPS is the companion plan where they bill the consumer versus paying the deductible at the time of service. They are preferred by Cottingham and Butler. It seems to be going well, no changes except a slight increase with the administrative cost.

e. Health Check360 Wellness Renewal

Mr. Oborn explained the wellness program and biometrics. There were concerns with the contracted phlebotomists and quality of blood draws. He has spoken with the broker on these issues. Ald. Hedlund felt our employees deserve better care. The city will also be providing free flu shots for employees again this year. A step challenge was conducted as part of the wellness plan. Mr. Oborn noted participation was lower than the last challenge as this one was a little intimidating.

f. DirectPath Transparency/Advocacy Renewal

The DirectPath Transparency/Advocacy Renewal used to be called PatientCare. Mr. Oborn explained the program. The advocacy program assists employees on billing issues.

g. Mutual of Omaha Long-Term Disability Renewal

This was renewed last year at a lower rate due to it being a 2 year plan.

h. July 1, 2017 Medical Funding and COBRA Rates

It looked like the COBRA Rates were going to be lowered, but they actually are going up. Even with us driving down costs, COBRA rates are very conservative. It's an actuarial style formula that builds in rate increases as it assumes we are going up. The Utility and Library pay the COBRA share. The Police Department retirees pay 40% for a family plan and non-police pay 50% of the premium. Retirees are 8% of our population and 16% of our costs

with the latest numbers reflecting that. Mr. Oborn will hold the rate flat if it goes down, and will raise the rates if it goes up. The committee was in agreement with this.

i. July 1, 2017 Dental Funding and COBRA Rates

This shows a decrease but the rate will be held flat. Employees don't pay a share of this; it just goes to the Library and the Utility, similar to the medical funding.

j. January 1, 2018 Fully Insured Marketing Timeline

Mr. Oborn explained the timeline stating we still need to see if going fully insured will make sense. The problem is they usually tell us within 2 days to go ahead and change it. RFPs will be sent out with a review date in September and a meeting in October to be decided by November. Open enrollment starts that same time. We could possibly do MercyCare and save about 15% over a 5 year period but everybody would have to change doctors. Ald. Hedlund would like to see the state plan, Mercy, Aurora and a projection of costs for being self insured. Mr. Oborn noted the state is looking at going fully insured. The other issue is the lowest care is what they normally match on, which is MercyCare. If we go to the state plan we are going to drive everybody to MercyCare. There is a few that go to Dean, a few in Mercy, but 95% go to Aurora. They are the biggest carrier and most convenient. Mercy goes west so they may have to go to Janesville. Aurora is in Elkhorn and Burlington. We don't technically have a full functioning hospital in this county. We don't have the demographics to support one until the county's population hits 100,000.

k. Aurora Clinic

Mr. Oborn gave him a 3-3-3 (3 hours a day for Monday, Wednesday and Friday). He came back with a 4-4-4 (4 hours a day for 4 days). Mr. Oborn said no as we can hardly support the 9 hours. Eight is what we may need and are willing to do the extra hour. Their point is no one wants to work 3 hour shifts, they want the 4. Their own data could hardly support the 8 hours and now they want to go to 12. Ald. Hedlund instructed Mr. Oborn to look into Mercy. The Aurora clinic will be at the school or the Aurora clinic by Piggly Wiggly. Otherwise we would have to do a dedicated room with equipment at City Hall.

Discussion/Action on the transition of public works and treasurer functions from the Utility Commission to City Hall effective January 1, 2018

Mr. Oborn is still waiting to hear if the Utility employee will be coming to City Hall or not, which would probably happen around October. He would like to know by July so we could start hiring if the employee does not come. We are currently shopping software for both City Hall and the Utility with funding from the 2018 capital. The Committee discussed logistics on configuring the front counter with the \$15,000 budget. Mr. Oborn wants to add a desk in the front and one in the City Clerk's office, noting October is the earliest we would fill the position so by that time we will have the capacity in desks. The Committee would like to get IT involved in the process as well. Mr. Oborn noted everyone is pretty much cross-trained. Lorraine and Sabrina both help at the counter. This position will be trained on all the front counter duties along with payables and payroll. The Utility said that position does more than what we are taking on and they are still going to have to do 1/3 of the functions. Mr. Oborn feels it will balance as we are also bringing back the Public Works functions, which is at least 10% of the Utility Administrative Assistant duties.

Discussion/Action on Out-of-State Travel by the City Administrator to Attend the International City/County Management Association (ICMA) Conference October 22-25 in San Antonio, Texas

Mr. Oborn will be attending this conference and feels it's improved his efficiency and effectiveness with the education and networking it provides. It helps him stay up-to-date with current events. Ald. Hedlund said the city should look at this as continuing education. No action taken, informational only.

Discussion/Action on Administrator and Staff Training:

a. ICMA Effective Supervisory Practices Webinar Series

6/1 The Foundation: Roles of a Supervisor/ Supervisory Leadership and Ethics

6/15 Sharpening Your Focus: Strategic Planning, Managing Workflow, and Budgeting

6/29 The People Part: Hiring and Onboarding, Fostering Accountability, Evaluating Performance

7/13 The Great Communicator: Team Building, Communicating, Leading Change

7/27 The HR Stuff: Ensuring a Safe, Respectful, Harassment-Free Workplace

8/10 Raising the Bar: Motivating Employees and Customer Service

Mr. Oborn has registered all supervisors for this training. It was a flat fee, with a book and webinars that are available for 45 days after. It has great material and he has already utilized some of the information. Usually people in management have technical skills but lack management skills. Ald. Hedlund feels this type of training has been lacking in the city.

b. ICMA Competitive Pay Webinar

Mr. Oborn viewed this webinar which had good material that ties into our current situation.

Action on future agenda items and meeting date

Park and Rec Director

Adjourn

Howell/Halverson motion to adjourn at 5:37pm. Motion carried unanimously.

/s/ Sabrina Waswo, City Clerk

THESE MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE PERSONNEL COMMITTEE