



PERSONNEL COMMITTEE MEETING AGENDA

Thursday, September 3, 2015 at 11:30 a.m.

Small Meeting Room - Sister Bay Fire Station

2258 Mill Road, Sister Bay, WI

For additional information check: www.sisterbaywi.info

In order for everyone to hear the discussion please, turn off your cell phone. Thank you.

**Call Meeting to Order
Roll Call**

Deviations from the agenda order shown may occur.

**Approval of Agenda
Approval of Minutes as published
Comments and Correspondence**

New Business Items

1. Discussion with a representative of the McClone Agency concerning 2016 Health Insurance and other employee benefits; Consider a motion for action if necessary.
2. Update on the search for a new Finance Director.
3. Consider a motion to convene into Executive Session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee benefits.
4. Consider a motion to reconvene into Open Session.
5. Consider a motion to take action, if required.
6. Matters to be placed on a future agenda or referred to a Committee, official or employee.

Adjournment

Public Notice

Questions regarding the nature of the agenda items or more detail on the agenda items listed above scheduled to be considered by the governmental body listed above can be directed to Zeke Jackson, Village Administrator at 920-854-4118 or zeke.jackson@sisterbaywi.gov. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual to participate in public meetings. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible preferably a minimum of 48 hours. For additional information or to request this service, contact the Sister Bay Village Administrator at 854-4118, (FAX) 854-9637, or by writing to the Village Administrator at the Village Administration Building, 2383 Maple Drive, P.O.B. 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review at the Village Administrator's Office, Administration Building, 2383 Maple Drive during operating hours. (8 a.m. – 4 p.m. weekdays).

I hereby certify that I have posted a copy of this agenda at the following locations:		
<input type="checkbox"/> Administration Building	<input type="checkbox"/> Library	<input type="checkbox"/> Post Office
_____ / _____		
Name	Date	

1 **PERSONNEL COMMITTEE MEETING MINUTES**
2 **THURSDAY, APRIL 9, 2015**
3 **(APPROVAL PENDING)**
4
5

6 The Village of Sister Bay Personnel Committee meeting of April 9, 2015 was called to order by
7 Chairman Pat Duffy at 3:35 PM.

8
9 **Present:** Chairman Pat Duffy, Committee Members Kathy Enquist and Nora Zacek, Village
10 Administrator Zeke Jackson and Finance Director Juliana Neuman.

11 **Also Present:** Village Staff members Joe Felhofer, Steve Jacobson, Pat Johnson, Steve Mann, Mike
12 Schell and Janal Suppanz.

13
14 **Approval of minutes as attached**

15 *Duffy moved to approve the minutes of the March 20th meeting, and Zacek seconded the motion.*
16 *Motion carried.*

17 **Approval of the Agenda**

18 *Zacek moved and Enquist seconded approval of the agenda. Motion carried.*
19

20 **Comments, correspondence and concerns from the public**

21 A copy of a letter from Neuman to Mike Dietz of Midwest Insurance Brokerage was included in the
22 meeting packets, informing Dietz that for next year the Village may decide to change to a broker
23 affiliated with our other municipal insurance. Neuman reported that Dietz had responded graciously.
24

25 **New Business Items**
26

27 Duffy began the meeting by stating that all discussion about health insurance is tentative for the next
28 few months, until more is known about the market for 2016. It is expected that costs will increase
29 significantly, and the Village will have to plan for that event. He admonished the employees present
30 not to become overly concerned about the various options that are discussed, because it is too early for
31 certainty. Jackson agreed.
32

33 In response, Jacobson asked whether there is any value in the employees attending this meeting, or is
34 it a waste of their time? Duffy replied that it is always a good idea to read the minutes, but that the
35 policy presented today may or may not be recommended to the Board. Duffy added that he intends to
36 discuss Defined Contribution plans as an alternative.

37 *Jacobson then chose to leave the meeting, but the others stayed until adjournment.*
38

39 Duffy then explained that the March Personnel Committee meeting had addressed the search for a
40 new Finance Director. Jackson noted that several similar positions are open in Door County. He has
41 three applications so far and plans to contact candidates during the third week in April.
42

43 **1. Discussion on Dependent Health Insurance Coverage Policy; Consider a motion to**
44 **recommend to the Village Board for adoption.**

45 Duffy said that he is inclined not to recommend this policy at the present time, unless it seems
46 necessary because the Finance Director position is about to be filled. Jackson replied that it is not
47 essential to decide on a policy for that reason.
48

49 Duffy then explained the Defined Contribution option, whereby the employer provides up to a certain
50 amount of funding for health insurance and the employee then seeks his/her own coverage. He noted

1 that large firms like Walgreens and Intel are moving to this option. Jackson used the whiteboard to
2 create diagrams explaining the difference between Defined Benefit and Defined Contribution plans.

3
4 A Defined Contribution plan would provide a 'cap' on the amount the Village would spend for each
5 employee's insurance. Duffy pointed out that it would be possible to achieve the equivalent of a 'cap'
6 within a Defined Benefit plan by deciding each year upon the maximum amount the Village would
7 pay and then adjusting the percentage that employees would have to pay in order to achieve that
8 budgetary limit. This would eliminate the need for a policy on dependent coverage, although Jackson
9 noted that most employers are primarily concerned with providing coverage for their employees and
10 don't always provide an equivalent level of coverage for dependents.

11
12 Jackson suggested contacting Dietz again for an update on the current market; Neuman would prefer
13 to ask the McClone firm, since their representative seemed highly motivated to win our business.
14 Duffy seemed inclined to ask both, to see which produced better information.

15
16 **2. Matters to be placed on a future agenda or referred to a Committee, official or employee.**

17 -- Jackson and Neuman will contact Dietz and McClone for updates on the market for 2016. (Jackson
18 stated that it would be best to call Dietz first.)

19 -- Continue research on Defined Contributions plan options.

20 -- Revisit the policy on health insurance coverage for dependents at a future date.

21
22 **Adjournment**

23 *At 5:05 PM Duffy moved and Enquist seconded that the meeting be adjourned. Motion carried.*

24
25 Respectfully submitted,



27 Juliana Neuman
28 Village Finance Director

29
30 Name: h:\files\active\agendas\personnel\2015\2015_04\040915 personnel minutes - unapproved version.docx Created:
31 5/21/2013 9:14 AM Printed: 4/17/2015 5:12 PM Author: Juliana Neuman Last Saved By: Juliana Neuman

Village of Sister Bay Cost Comparison

	Proposed 2016 Changes	Proposed 2016 Changes w/HSA	Proposed 2016 Changes w/HSA & limited FSA
FSA			
Annual Fee	\$300	\$300	\$300
Monthly Cost	\$5.50/PEPM (\$50 minimum)	\$5.50/PEPM (\$50 minimum)	\$5.50/PEPM (\$50 minimum)
Yearly Cost	\$600	\$600	\$600
***Est. Annual FICA Tax Savings to the Village	(\$652)	(\$652)	(\$652)
POP			
**Annual Fee	\$0 (w/FSA)	\$0 (w/FSA)	\$0 (w/FSA)
HRA			
Annual Fee	\$250	\$300	\$0
Monthly Cost	\$0	\$63	\$0
*Annual Cost	\$0	\$756	\$0
HSA			
Set-Up Fee	\$0	\$140	140
Monthly Cost	\$0	\$3.50 pepm	\$3.50 pepm
*Yearly Cost	\$0	\$588	\$588
Total Cost	\$498	\$1,304	\$976

* W/EBC and assuming 14 EE's on plan

* W/HSA Bank - yearly cost is \$420 ((\$2.50 pppm * 14) * 12) - Savings of \$308 in the 1st year and \$168 in subsequent years (no set-up fee)

**\$250 subsequent years

***Est. EE savings of \$2,131

Disclaimer: Please keep in mind that all HRA data does not include the monthly HRA fees paid to fund claims
Please see HRA Utilization chart

Village of Sister Bay

HRA Cost Comparison

	Max Risk	YTD HRA Fees Paid In	YTD Claims Paid	HRA Risk Remaining	Profit/Loss	Utilization
2013	\$65,250	\$39,545	\$34,180	\$31,069	(\$5,365)	86%
2014	\$36,062	\$27,750	\$28,602	\$7,459	\$852	103%
Overall	\$101,312	\$67,295	\$62,782	\$38,528	(\$4,513)	

Village of Sister Bay
Medical Premium Comparison
Effective 9/1/2015

Carrier	Plan	Monthly Premium	Change from Current
CURRENT RATES			
UnitedHealthcare	POS HSA \$2,850 / \$5,700 100%	\$10,962.97	--
ALTERNATE FIRM RATES			
Humana	NPOS \$2,500 / \$5,000 100%	\$15,487.12	41.3%
Anthem	POS \$2,500 / \$5,000 100%	\$16,059.76	46.5%
Aetna	PPO \$2,500 / \$5,000 80%	\$12,654.60	15.4%
UnitedHealthcare	POS \$2,500 / \$5,000 80%	\$13,131.82	19.8%
Arise	POS \$2,500 / \$5,000 70%	\$14,730.97	34.4%
Anthem	POS \$2,500 / \$5,000 80%	\$15,299.53	39.6%
WPS	PPO \$2,500 / \$5,000 80%	\$15,438.60	40.8%
Network Health	POS \$2,500 / \$5,000 80%	\$19,638.51	79.1%



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Village of Sister Bay

	HSA Bank HSA Administration	EBC HSA Administration
Set Up Fees		
Per Participant	\$0	\$10
Per Account	\$0	\$10 per participant (after initial effective date)
Monthly Admin Fee	\$2.50 per participant	\$3.50 per participant
Services	Included	
	Debit Card	Benny Benefits Card
	Online Administration	Online Administration
Rates		
Set Up	\$0.00	\$140.00
Monthly Premium	\$35.00	\$49.00
Annual Premium	\$420.00	\$588.00
Annual % Difference	--	40.0%

NOTE: The premiums above are based on a total of 14 eligible employees. The Annual Premium does not include any Set Up fees. Additional Services available with certain fees.

This summary of benefits is intended to be a brief outline of coverage. The complete provisions, benefits, and exclusions are contained in the Group Contract, Certificate of Coverage, and Schedule of Benefits. This benefit comparison will not replace the benefit grid that is furnished by the above Carriers and approved by the Office of the Commissioner of Insurance. In the event of a conflict between the Group Contract and this description, the terms of the Group Contract will prevail.



Village of Sister Bay Short Term Disability effective 10/1/2015

	Kansas City Life	The Standard	Principal	UNUM
Benefits	60% \$500 Information not available 26 weeks	60% \$500 \$15 26 weeks	60% \$500 \$15 26 weeks	60% \$500 \$25 26 weeks
Elimination Period	0 days 7 days	0 days 7 days	0 days 7 days	0 days 7 days
Contributions	100% employer paid	100% employer paid	100% employer paid	100% employer paid
Covered Weekly Benefit	\$7,944.00 14	\$6,570.00 14	\$6,570.00 14	\$6,570.00 14
Monthly Rates (per \$10)	Current \$0.700	\$0.575	\$0.610	\$0.650
Premium	Monthly Annual Annual % Change Annual \$ Change	\$377.78 \$4,533.30 -32.1% -\$2,139.66	\$400.77 \$4,809.24 -27.9% -\$1,863.72	\$427.05 \$5,124.60 -23.2% -\$1,548.36
Rate Guarantee	Until 1/1/2016	36 months	2 years	2 years

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Village of Sister Bay

Long Term Disability effective 10/1/2015

		The Standard	UNUM
Benefits	Monthly Benefit	60%	60%
	Monthly Maximum	\$5,000	\$5,000
	Monthly Minimum	\$100	\$100
	Benefit Duration	SSNRA	SSNRA
Elimination Period		60 days	60 days
Definitions	Disability	Loss of duties and income	Loss of duties and income
	Own Occupation	24 months	2 years
	Earnings Test	Loss of 20% or more in indexed predisability earnings	Loss of 20% or more of indexed predisability earnings
	Gainful Employment	Any occupation where 80% or more of indexed predisability earnings are able to be met.	Any occupation for which the insured is qualified by education, training, or experience that provides at least 80% of indexed predisability earnings if the insured is working or at least 60% of indexed predisability earnings if the insured is not working
Limitations	Pre-Existing Limit	3/12	3/12
	Mental/Nervous	24 months	24 months
	Alcohol/Drug	24 months	24 months
	Self-Reported	24 months	24 months
Provisions	Zero Day Residual	Included	Included
	Partial Disability	Included	Included
	Return to Work Incentive	Included	Included
	Recurrent Disability	6 months	6 months
	Benefit Integration	Full family	Full family
	Survivor Benefit	3 months gross benefit	3 months gross benefit
	Trial Workdays	30 days	5 days
	Waiver of Premium	Included	Included
	Conversion	Not included	Not included
	FICA Match	Included	Included
W-2 Issuance	Included	Included	
Contributions		100% employer paid	100% employer paid
Covered Payroll	Volume	\$57,385.00	\$57,385.00
	Number of Employees	14	14
Monthly Rates (per \$100)		\$0.660	\$0.680
Premium	Monthly	\$378.74	\$390.22
	Annual	\$4,544.89	\$4,682.62
Rate Guarantee		36 months	2 years
S&P Rating		AA- (Very Strong)	A (Strong)

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