

ADMINISTRATIVE AFFAIRS COMMITTEE

September 22, 2010

There was a meeting of the **Administrative Affairs Committee** of the Lima Allen-County Regional Planning Commission on **Wednesday, September 22, 2010**, at **2:00 p.m.** in the Conference Room of the Commission office located at 130 West North Street, Lima, Ohio.

The agenda was as follows:

1. Roll Call
2. Approval of AAC Minutes – June 29, 2010
3. Insurance Update
4. Copier Proposal
5. Employee Issues
6. Personnel Policy Manual Revisions
 - a. Travel
 - b. Flexible Benefits
 - c. FMLA
7. 2010 Line Item Changes
8. CY 2011 Proposed Budget
9. Other
10. Adjournment

A quorum being present, Thomas Tebben brought the meeting to order and proceeded with the agenda.

1. **ROLL CALL**

Mr. Dick Accountius	Allen County
Mr. Gregory Berquist	City of Delphos
Mr. Howard Elstro	City of Lima
Mr. Jim Link	Allen County
Mr. John MacDonell	City of Lima
Mr. Tom Tebben	City of Lima

GUESTS

Ms. Bev Beery	Beery Insurance
---------------	-----------------

STAFF

Mr. Thomas Mazur	Lima-Allen County Regional Planning Commission
Ms. Marlene Schumaker	Lima-Allen County Regional Planning Commission

2. **APPROVAL OF AAC MINUTES – JUNE 29, 2010**

Motion 14 (9-22-10) AAC

Dick Accountius made the motion to accept and approve the AAC minutes of June 29, 2010. Seconded by Jim Link; motion carried.

3. **INSURANCE UPDATE**

Bev Berry explained to the Committee that the current health care premium would be taking a 39% increase beginning October 1, 2010. Bev Berry then explained that the LACRPC employees had filled out medical evaluation forms that she took to six other insurance

3. INSURANCE UPDATE (Continued)

carriers and presented a spreadsheet with the results. Only one, Aetna came back with a cost less than the current plan by \$402.00. The Aetna plan was not comparable to what the LACRPC currently offers employees. Bev Berry also discussed with the Committee why the current increase was so much more than in the past and what options may be available in the future if the LACRPC were to stay with their current plan. Grandfathering of the current insurance policy was also discussed.

After Bev Berry made her presentation Marlene Schumaker presented the Committee with a spreadsheet with several options based on changes to the H.S.A. accounts that the LACRPC pays into on behalf of each employee with insurance coverage. The spreadsheet also contained information on the cost if LACRPC were to join the Allen County health care plan. Marlene Schumaker mentioned that when the LACRPC began the H.S.A. accounts it was to give the agency another option to contain health care cost. She explained that if the agency were to reduce the amount that is contributed to the employee's H.S.A. by \$1,000 per employee the increase in overall health care cost for the employees on the plan as of September 2010 would only increase by approximately 3.6%. She also stated that grandfathering in the current policy would then give RPC a chance to see what all of the rules and regulations are going to be in the coming year if it becomes necessary to change policies next year.

Motion 15 (9-22-10) AAC

Howard Elstro made the motion to decrease the LACRPC contribution to the employee's H.S.A. by \$1,000 per year beginning on October 1, 2010. Seconded by John MacDonell; motion carried.

4. COPIER PROPOSAL

Marlene Schumaker presented the Committee with a spreadsheet of all the copier quotes that were received. There were three copiers on the spreadsheet that staff feel need further consideration. Marlene Schumaker presented color and print quality samples from the three copiers being considered and then went over with the Committee the staffs concerns on each. Marlene Schumaker also stated that the intent at this time would be to purchase one copier, with the possibility of purchasing a second copier next year, depending on budget and necessity. If the necessity to purchase before next year becomes evident, then a lease agreement would be best for the LACRPC.

Motion 16 (9-22-10) AAC

Gregory Berquist made the motion to purchase a Savin C9065 when the LACRPC has everything in place for the purchase. Seconded by John MacDonell; motion carried.

5. EMPLOYEE ISSUES

Thomas Mazur explained to the Committee that two new employees have been hired at a Grade 6 Assistant Planner position. When the position of Planner became vacant, the LACRPC advertised the position, but was not able to come up with a person who met all of the qualifications necessary to cover the position. Thomas Mazur reported that each of the employees hired has a background that will be beneficial to the LACRPC.

6. PERSONNEL POLICY MANUAL REVISIONS

a. Travel

Marlene Schumaker requested that the Committee add one line to the Travel policy stating that, “Employees must have an itemized receipt for any reimbursement.” In the past the Commission has paid an allowance for meals and required receipts for all other items when an employee requested reimbursement. Marlene Schumaker reported that the County must now have an itemized receipt for their records which also requires the LACRPC to have itemized receipts for reimbursement.

Motion 17 (9-22-10) AAC

Jim Link made a motion to add to the travel policy the following sentence, “Employees must have an itemized receipt for any reimbursement.” Seconded by Dick Accountius; motion carried.

b. Flexible Benefits

Marlene Schumaker requested that as of January 1, 2011, an accounting change be made and the amount that current employees receive under the flexible benefit plan become part of their salary and the benefit plan be discontinued. This accounting change would then allow for all wages to be considered direct wages when working on a billable project, helping to decrease the agencies overhead cost. Current employees would be able to submit to the flexible benefit plan through the end of 2010, as that was part of the agreement made in January of 2010.

Motion 18 (9-22-10) AAC

John MacDonell made a motion to discontinue the flexible benefit plan at the end of 2010 and to account for the amount each employee had been receiving as part of their direct wages beginning January 1, 2011. Seconded by Gregory Berquist; motion carried.

c. FMLA

Marlene Schumaker presented the Committee a copy of the current FMLA policy with the proposed changes marked. Marlene Schumaker explained that a LACRPC staff member is now participating in the policy committee put together by Allen County. The County has hired a group of HR attorneys to write policies in certain areas and present them to the policy committee; the committee will then review the policies to make sure they fit with the policy of each entity. The FMLA policy has been written by the firm of HR attorneys, overviewed by the policy committee and is ready for a first reading. Marlene Schumaker reported that after all questions or suggestions have been addressed, the Commissioners will adopt the policy and the adopted policy will be brought back to the AAC for passage. Marlene Schumaker reported that this procedure will allow the LACRPC to stay up to date on major HR issues through the County firm, as well as give the LACRPC the opportunity to ask questions or use the services of the HR legal firm for cost if necessary.

7. 2010 LINE ITEM CHANGES

Marlene Schumaker explained to the Committee that to accommodate the issues discussed (insurance, copier, employee issues, and policy changes) there will need to be several line to line transfers. A spreadsheet was given to the Committee with the requested line to line changes. The overall budget amount of the LACRPC for 2010 will not change. At this time Marlene Schumaker also explained that the LACRPC will be joining the Allen County phone system at the end of September and will need to purchase phones from the County to do so. That cost is included in the line to line transfers.

7. **2010 LINE ITEM CHANGES** (Continued)

Motion 19 (9-22-10) AAC

Jim Link made a motion to approve the proposed line to line transfers for the 2010 budget with no change to the overall 2010 budget amount. Seconded by Howard Elstro; motion carried.

8. **CY 2011 PROPOSED BUDGET**

Marlene Schumaker reported that the proposed 2011 budget is required to be into the County by the end of September. Marlene Schumaker presented a proposed 2011 budget to the Committee. Marlene Schumaker explained that there is a 10% increase between the 2010 budget and the 2011 budget based on an increase in funding from ODOT and the addition of another work item (CDBG).

Motion 20 (9-22-10) AAC

Howard Elstro made a motion to accept the proposed 2011 budget and submit it to the County. Seconded by Jim Link; motion carried.

9. **OTHER**

None.

10. **ADJOURNMENT**

Motion 21 (9-22-10) AAC

John MacDonell made the motion that the meeting be adjourned. Seconded by Dick Accountius; motion carried.