

## **Personnel Committee**

**MONDAY, FEBRUARY 6, 2017**

**5:00 p.m.**

**Mike Hinrichsen, CHAIRMAN**

**(Mike Phelan, and Sue Sundell)**

### **AGENDA**

1. Call to Order
2. Roll Call
3. Motion to approve June 10, 2016 minutes.
4. Recommendation to Executive Board, Employee Insurance Renewals- Health, Dental, Vision, and Short Term Disability (*Handout*)
5. Recommendation to Executive Board amending Employee Handbook to add Employee Retirement Plan Roth 457 Deferred Compensation Plan. (*Handout*)
6. Recommendation to Executive Board amending Employee Handbook to replace COBRA with Illinois Continuation of Coverage (mini COBRA) (*Handout*)
7. Other
8. Adjournment

## Personnel Committee

FRIDAY, JUNE 10, 2016

10:00 a.m.

**DON GORMAN, CHAIRMAN**

(Darrell Meisinger, Sharon Williams)

### Minutes

1. Call to Order

Chairman Gorman called the meeting to order at 10:00am

2. Roll Call

Present: Gorman, Meisinger, and Williams. Also present: Staff: Miller, Martino

3. Approval of February 8, 2016 minutes

Meisinger moved to approve the February 8, 2016 minutes and Williams seconded. Motion carried.

4. Recommendation to Commission regarding updates to the FY17 Wage and Salary Schedule

Williams moved to approve the updates to the Full and Part-Time Wage and Salary Schedules; Meisinger seconded.

Miller gave an overview of the updated Wage and Salary Schedules. This is done annually in order to keep our salaries competitive. The only part-time employee we have at this time is our accountant. This represents a 2 to 2.5% increase.

Motion carried.

5. Recommendation to Commission regarding FY2017 Staff Salary Adjustments

Meisinger moved to approve the lump sum of \$12,442; Williams seconded.

Miller explained the lump sum represented a 3% increase for all staff, except the Acting Executive Director. Staff will not automatically get a 3% increase; instead, the amount would allow management to give raises based on employees' performance reviews. He mentioned that staff has been working very hard to maximize billable hours and reduce expenses, with the result that we are in the black about \$50,000 for the current fiscal year.

Williams asked if this amount was included in the FY17 budget approved by the Commission last month. Miller responded that it was.

Williams asked if the budget reflected the same number of employees we had last year. Miller responded that we will have one less employee in FY17, a Planner II.

Motion carried.

6. Other

Miller brought the Personnel Committee up to date on the employee health insurance issue. Health Insurance premiums are expected to rise 10%-11% annually for the foreseeable future. At the Executive Board's request, he has been working with Tim Neuhauser on a proposal, which will be presented to the Executive Committee on June 20.

Miller stated that he and Neuhauser have been discussing a two-tier system with a low deductible plan similar to what we have now, and a high deductible plan. Employees will pay a defined amount, such as \$50 per month, regardless of which plan they choose. As an incentive to choose the high deductible plan, which will result in significant savings to the Commission, the Commission will make a monthly contribution into a Health Savings Account (HAS) set up for that employee.

Williams stated that she wants to be on record that she is against employees making any contribution toward the health insurance premium.

Meisinger doesn't understand why each employee has to take a cut in pay. He asked Miller if any employee has abused the low deductible plan, such as going to the emergency room for a cold. Miller stated that he did not know of that occurring, but that the premiums are now age-based.

Williams asked if IDOT reimbursed us for the entire cost of health insurance, and Miller replied that it did.

Both Williams and Meisinger liked the idea of an HSA.

7. Adjournment

Williams moved to adjourn at 11:00am and Meisinger seconded. Motion carried.

Respectfully submitted,  
Don Gorman  
Recorder and Transcriber: Maggie Martino