

Children's Services Council
PERSONNEL COMMITTEE MEETING
Thursday, October 25, 2018 - 3:30 p.m.

AGENDA

Reference #

1. Call to Order

2. Minutes of Personnel Committee Meeting of March 27, 2018 **1**

Recommendation: The Personnel Committee recommends the Council approve the Minutes of the March 27, 2018 Personnel Committee Meeting as presented.

3. Resolution #18-028 Authorizing CSC Employee Benefits Renewal **2**

Recommendation: The Personnel Committee recommends the Council approve Resolution #18-028 authorizing Group Insurance Plan renewals with CIGNA effective January 1, 2019 as outlined, as well as authorizing the Chief Executive Officer to execute any necessary agreements for the period starting January 1, 2019 through December 31, 2019, with the portion after September 30, 2019 subject to the Council's annual budget and TRIM process.

4. ICMA – Retirement Health Savings (RHS) Contribution Level Change **3**

Recommendation: The Personnel Committee recommends the Council approve the amendments to the ICMA-RHS contribution levels as outlined.

5. Other Business

6. Adjournment

Children's Services Council – Personnel Committee

AGENDA ITEM
October 25, 2018

AGENDA ITEM: **2**

TITLE: **Minutes**
 March 27, 2018 Personnel Committee Meeting

RECOMMENDATION:

The Personnel Committee recommends the Council approve the Minutes of the March 27, 2018 Personnel Committee Meeting as presented.

Children's Services Council
PERSONNEL COMMITTEE MEETING MINUTES

Tuesday, March 27, 2018 - 4:00 p.m.

1. Call to Order

The meeting was called to order at 4:18 p.m.

Present (Committee Members - Council): Thomas Bean, Vince Goodman, Tom Weber.

Present (Staff): Leah Shaw, Tom Sheehan, Shay Tozzi, Lisa Williams-Taylor, Ph.D.

2. Minutes of Personnel Committee Meeting of February 22, 2018

A motion by Goodman/Weber to approve the Minutes of the February 22, 2018 Personnel Committee Meeting as presented was approved by unanimous vote.

3. Workforce Demographics

CSC workforce demographic information was reviewed and compared to the population of Palm Beach County; the information shared indicated that the Workforce Demographics align with the population of PBC.

Workforce demographic data was provided regarding new hires, promotions and leadership of the organization; additional information was provided regarding the various trainings and conferences on Racial Equity that the CSC staff have participated in. Discussion took place regarding the lower representation of males in the workforce at CSC, and possible opportunities to increase the interest to that population in the health and human services fields. Additionally, there was interest expressed in sharing with the Council the curriculum (and possibly offering the training to Council members) for the Cultural Competency training that was conducted by Barbara Chieves with all CSC Staff.

Human Resources will continue to monitor the workforce demographics on an ongoing basis.

For informational purposes only; no decision required.

4. Racial Equity Pillars

For informational purposes only; no decision required.

5. Adjournment

The meeting was adjourned at 4:15 p.m.

Vincent Goodman, Secretary

Lisa Williams-Taylor, Ph.D., Chief Executive Officer

Children's Services Council – Personnel Committee

AGENDA ITEM
October 25, 2018

AGENDA ITEM: 3

TITLE: Resolution #18-028 Authorizing CSC Employee Benefits Renewal

SUMMARY:

Group Insurance Renewals

Coverages provided by CSC to its employees are medical coverage, funding of a health savings account for each employee, dental coverage, life insurance and short and long term disability. Each fall CSC's insurance broker, the Gehring Group, obtains proposals for renewals of the coverages being provided to CSC staff. The Gehring Group reviews and presents the proposals and the associated costs with maintaining the coverages as currently provided.

The initial proposal with our current insurance provider, CIGNA Insurance Company, was for an up to 5% premium increase to renew medical and dental coverages. Additional negotiations took place and due to improved plan utilization and reduced claims costs as well as CSC winning the CIGNA Well Being Award for employers under 500; we were able to secure continuation of coverages with our current provider at a 0% increase for all of our group insurance coverages for 2019.

RECOMMENDATION:

The Personnel Committee recommends the Council approve the Resolution #18-028 authorizing Group Insurance Plan renewals with CIGNA effective January 1, 2019 as outlined, as well as authorizing the Chief Executive Officer to execute any necessary agreements for the period January 1, 2019 through December 31, 2019, with the portion after September 30, 2019 subject to the Council's annual budget and TRIM process.

RESOLUTION #18-028

**RESOLUTION OF THE CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY
AUTHORIZING GROUP INSURANCE PLAN RENEWALS WITH CIGNA HEALTH AND LIFE
INSURANCE COMPANY**

WHEREAS, the Children's Services Council of Palm Beach County, a political subdivision of the State of Florida, wishes to provide health insurance, dental insurance, short and long term disability insurance, and life insurance benefits for its employees; and

WHEREAS, the Children's Services Council of Palm Beach County wishes to provide such insurance plans through Cigna Health and Life Insurance Company ("CIGNA") effective January 1, 2019 through December 31, 2019.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY, that the plans submitted by CIGNA for health, dental, short term and long term disability, and life insurance coverage for present and future eligible employees of the Children's Services Council of Palm Beach County is approved, and the Chief Executive Officer is authorized to execute the necessary agreements and to enroll all eligible employees in Cigna Health and Life Insurance Company plans commencing January 1, 2019 through December 31, 2019, subject to the Council's annual budget and TRIM approval process.

The foregoing Resolution was offered by Council Member _____

who moved its adoption. The motion was seconded by Council Member

_____ and upon being put to a vote, the vote was as follows:

- Thomas Bean
- Paulette Burdick
- Donald E. Fennoy, II, Ed.D.
- Vincent Goodman
- Thomas E. Lynch
- James Martz
- Vern Melvin
- Debra Robinson, M.D.
- Jose Luis Rodriguez, Esq.
- Thomas P. Weber

The Chairman thereupon declared the Resolution duly passed and adopted this 25th day of October, 2018.

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY

BY: _____
Thomas A. Sheehan, III
Attorney for Children's Services Council of Palm Beach County

BY: _____
Thomas P. Weber, Chair

BY: _____
Lisa Williams-Taylor, Ph.D.
Chief Executive Officer

Children’s Services Council – Personnel Committee

AGENDA ITEM
October 25, 2018

AGENDA ITEM: 4

TITLE: ICMA – Retirement Health Savings (RHS)

SUMMARY:

The Children’s Services Council provides a Retirement Health Savings (RHS) account group benefit to assist staff with saving funds to be used for qualified health expenses at time of retirement. The RHS is a retirement account that complies with IRS requirements. The contributions are made with a percentage of an employee’s accrued sick leave balances converted to dollars on a pre-tax basis. Contributions are made on an annual basis. Employees are eligible to receive RHS benefits at separation of employment from service and vested in the retirement plan.

The chart below represents the number of sick leave hours and the corresponding percentage that will be contributed to the plan on the behalf of the employee in our current plan.

Number of Sick Leave Hours	Percentage Applied Toward Health Savings Account
400-499	35%
300-399	30%
200-299	25%
100-199	20%
<100	0

The first two rows of our current contribution levels are not relevant at the current time (meaning current staff do not have the level of sick leave hours accrued). With that said, we are recommending the following change outlined in the following table:

Number of Sick Leave Hours	Percentage Applied Toward Health Savings Account
251- Over	35%
201 – 250	30%
151 – 200	25%
100 – 150	20%
<100	0

RECOMMENDATION:

The Personnel Committee recommends the Council approves the new contributions levels as outlined above effective January 1, 2019.