

Children's Services Council  
**PERSONNEL COMMITTEE MEETING**  
Thursday, October 27, 2016 - 3:45 p.m.

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**AGENDA**

**Reference #**

1. Call to Order
2. Minutes of Personnel Committee Meeting of September 22, 2016 **1**  
**Recommendation: I recommend the Personnel Committee approve the Minutes of the September 22, 2016 Personnel Committee Meeting as presented.**
3. Resolution #16-036 Authorizing CSC Employee Benefits Renewal **2**  
**Recommendation: The Personnel Committee recommends the Council approve Resolution #16-036 authorizing Group Insurance Plan renewals with CIGNA effective January 1, 2017 as outlined above, as well as authorizing the Chief Executive Officer to execute any necessary agreements for the period January 1, 2017 through December 31, 2017, subject to the Council's annual budget and TRIM process.**
4. Adjournment

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**Children's Services Council – Personnel Committee**

**AGENDA ITEM**  
**October 27, 2016**

**AGENDA ITEM:**                   **2**

**TITLE:**                           **Minutes**  
September 22, 2016 Personnel Committee Meeting

**RECOMMENDATION:**

**I recommend the Personnel Committee approve the Minutes of the September 22, 2016 Personnel Committee Meeting as presented.**

Children's Services Council  
**PERSONNEL COMMITTEE MEETING MINUTES**  
September 22, 2016

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1. Call to Order

The meeting was called to order at 5:15 p.m.

Present (Council): Thomas Bean, Vince Goodman, Greg Langowski, Tom Weber  
(Staff): Jennifer Diehl, Leah Shaw, Tom Sheehan, Shay Tozzi, Lisa Williams-Taylor, Ph.D.

2. Minutes of Personnel Committee Meeting of September 8, 2016

**A motion by Goodman/Bean to approve the Minutes of the September 8, 2016 Personnel Committee Meeting as presented was approved by unanimous vote.**

3. Travel Meal Allowance Protocol

Shay Tozzi, Director of Human Resources and Operations outlined CSC's protocol in processing per diem travel requests. She stated that each individual meal request was examined to determine whether or not it was eligible (and not provided by the hotel or the conference), and that CSC followed the practices of other governmental agencies and the IRS M&IE per diem policy where a set amount for each meal type was allowed (regardless of the cost of the meal), hence no receipts were required or collected.

**A motion by Goodman/Bean to approve the travel meal allowance protocol following the IRS M&IE per diem policy which does not require submission of receipts was approved by unanimous vote.**

4. Adjournment

The meeting was adjourned at 5:20 p.m.

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Vincent Goodman, Secretary

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

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## Children's Services Council – Personnel Committee

AGENDA ITEM  
October 27, 2016

AGENDA ITEM: 3

TITLE: Resolution #16-036 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 long and short 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 provider, CIGNA Insurance Company, was for an overall increase of 6% to renew medical coverages. Additional negotiations took place and we were able to secure continuation of coverage with our current provider with a renewal premium increase of 3% for the current medical coverage. Dental insurance received an increase of 4%. Additional group insurance plans (life, short and long term disability) received 0% increase.

**RECOMMENDATION:**

**The Personnel Committee recommends the Council approve Resolution #16-036 authorizing Group Insurance Plan renewals with CIGNA effective January 1, 2017 as outlined above, as well as authorizing the Chief Executive Officer to execute any necessary agreements for the period January 1, 2017 through December 31, 2017, subject to the Council's annual budget and TRIM process.**

**RESOLUTION #16-036**

**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, 2017 through December 31, 2017.

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, 2017 through December 31, 2017, 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:

- Robert M. Avossa, Ed.D.
- Thomas Bean
- Vincent Goodman
- Kathleen J. Kroll
- Gregory A. Langowski
- Thomas E. Lynch
- Dennis Miles
- Debra Robinson, M.D.
- Shelley Vana
- Thomas P. Weber

The Chairman thereupon declared the Resolution duly passed and adopted this 27th day of October, 2016.

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: \_\_\_\_\_  
Gregory A. Langowski, Chair

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