

**APPROVED 3/26/19**  
**MINUTES**  
**County Operations Committee**  
**February 26, 2019**  
**@ 1:00 p.m.**

<b>MEMBERS PRESENT:</b>	<b>Rachael Parker</b> – Chairman; <b>Gregory Adamson, Kate Pastucha, Steven Rieker, Barry Robinson, William Watkins, Jr.</b>
<b>MEMBERS ABSENT:</b>	<b>Thomas O’Neill</b>
<b>OTHERS PRESENT:</b>	<b>Scott Sorrel</b> – County Administrator; <b>Shauna Musselman</b> – Assistant County Administrator; <b>Alex Kurth</b> - State's Attorney's Office; <b>Randy Brunner</b> – Interim Chief Financial Officer; <b>Angela Loftus, Vicki Willis</b> – Human Resources; <b>Amy Marion</b> – ETSB; <b>Brian Asbell, Doug Gaa</b> – Sheriff; <b>Jessica Thomas</b> - Auditor

**Call to Order**

Chairperson Parker called the meeting to order at 1:00 p.m.

**Approval of Minutes**

A motion to approve the executive session minutes of November 26, 2018, December 18, 2018, and January 10, 2019, and regular session minutes of December 18, 2018 and January 10, 2019 was made by Mr. Watkins and seconded by Ms. Pastucha. The motion carried.

**Discussion**

• **Workforce Report**

Mr. Sorrel noted that the monthly New Hire & Vacancy report presented to the committee has been reworked to more accurately reflect the current workforce, applicants applying for open positions, new hires, and employee separations. He advised that the current report covers applicants, new hires and separations for January 2019 and a comparison of January 2018 and January 2019 figures. He noted increases in both overall applicants and minority applicants from the prior year. He stated that 26 of the 171 individuals who applied for jobs in January were hired. He stated that employee separations were slightly higher in January 2019 than the prior year.

Ms. Parker asked about current open positions, and Mr. Sorrel agreed to add those statistics in the reporting moving forward.

• **Employee Health**

Ms. Musselman provided an overview of the current employee health plan and several upcoming health related policy decisions. She advised that contracts for third-party administrator and pharmacy benefit manager expire at the end of 2019. She stated that county goes through the bid process for those services, and staff anticipates bids going out within the next several weeks. She remarked that the county has current contracts with Unity Point Methodist as PPO, Consociate Dansig as Third-Party Administrator and MedTrak as Pharmacy Benefit Manager.

Ms. Musselman advised that staff is also in the process of reviewing the current plan design for sustainability, financial efficacy, and any need to alter the benefit structure.

Ms. Musselman summarized the objectives and history of the employee health plan, and challenges and next steps for both staff and the County Board. She explained challenges moving forward include plan design and a declining fund balance. She advised that next steps include an employee engagement survey, issuing RFPs for upcoming expiring contracts, and plan design review.

Mr. Adamson asked the current fund balance, and Ms. Musselman advised that the unaudited number falls roughly between \$6 million and \$7 million.

Ms. Parker asked what constitutes an adequate fund balance, and Mr. Sorrel advised that a non-property tax supported fund typically has a requirement of an 18% reserve amount. He stated that the county deviates from that percentage in that staff holds that reserve to a higher level, stressing that on average, one year of claim activity plus one year of prescription activity is in reserves. He noted that by the end of FY 2019, the fund will fall below that threshold. He reiterated the need to revise the design of the plan, as the plan in its current design is not sustainable in meeting or exceeding fund balance policy.

### **Adjournment**

The meeting was adjourned by Chairperson Parker at 1:38 p.m.