

## HEALTH INSURANCE ADHOC COMMITTEE

DATE: Tuesday, May 19, 2020  
TIME: 11:00 AM (or immediately following County Board)  
LOCATION: Courthouse  
Room 114  
400 Market St.  
Wisconsin Rapids, WI

1. Call meeting to order
2. Declaration of quorum
3. Public comments
4. Approval of the minutes from last meeting
5. Health Insurance Presentation- Tim Deaton, The Horton Group
6. Insurance Industry Projections/Update- Michael LaMont, WCA
7. Vacant Position Policy
8. PEHP Buy-Out Costing Discussion
9. Future agenda items
10. Set date for next meeting
11. Adjourn

---

### **Join by phone**

[+1-408-418-9388](tel:+14084189388)

Meeting number (access code): 963 038 858

### **Join by Webex App or Web**

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m4df8c43af9ab342edb411fb3f0590e82>

Meeting number (access code): 963 038 858

Meeting password: HI0519

## **HEALTH INSURANCE ADHOC COMMITTEE MEETING MINUTES**

**DATE:** Tuesday, April 28, 2020

**TIME:** 11:00 a.m.

**LOCATION:** Courthouse – Room 114

**PRESENT:** Bill Clendenning, Ken Curry, Adam Fischer, Lance Pliml, Donna Rozar

**OTHERS PRESENT** (for all or part of the meeting): Kim McGrath, Kelli Quinnell, Brandon Vruwink, Ed Newton, Lisa Keller

The meeting was called to order by Supervisor Rozar.

Public Comments: None.

The Committee approved the minutes of the February 18<sup>th</sup> and March 12<sup>th</sup> meetings as presented.

Human Services Director Vruwink presented information on the Vacant Position Policy to the Committee. Vruwink stated that he solicited feedback from Department Heads and received an inquiry from Parks Director Schooley regarding if the policy would be based on a rolling year or if it would reset on January 1<sup>st</sup> each year.

Vruwink explained the background of the policy and why it was created. He further explained the costs Norwood and Edgewater incur when utilizing a staffing agency to fill vacancies and that the savings the policy would create would be allocated towards covering the staffing agency expenses.

Discussion ensued at length. Building in a trigger to the policy if the health fund balance became too low was discussed. Interim Finance Director Newton and Human Resources Director McGrath provided insight on the budgeting mechanism for the health fund. The consensus of the Supervisors was to get Department Head input on the policy resetting each year.

**Motion (Clendenning/Fischer) to continue working on the draft Vacant Positions Policy. Motion carried unanimously.**

Vruwink will put the new language into the draft Vacant Positions Policy and send it to McGrath for review.

The Committee reviewed the four recommendations that were decided upon at the last meeting to ensure that they still wanted to proceed with sending those to the Operations Committee. The four recommendations were:

- 1) Pay back the general fund
- 2) Eliminate the Retiree Health Insurance Plan option and only offer COBRA
- 3) Look into a PEHP buy-out
- 4) Consider paying employees to not take County health insurance

Chairman Pliml requested that McGrath provide the Committee with the number of employees that would potentially be impacted with a PEHP buy-out offering. Pliml and Committee Chair Rozar suggested that work is still done to pay back the general fund, however, to do it a little bit at a time with the uncertainty of the current pandemic.

The consensus of the Committee was to go forward with providing these recommendations to the Operations Committee. Rozar directed McGrath to put this item on the next Operations Committee agenda.

The Committee discussed the timeline of their recommendations. The consensus of the Committee was to keep their original timeline that coincides with the budget process. The Committee agreed to meet every three weeks.

Agenda items for next meeting: Presentation from Tim Deaton, The Horton Group  
Presentation from Michael LaMont, WCA  
Discuss plan design/network development

The next meeting date will be scheduled the week of May 18<sup>th</sup>. Once availability is obtained from Tim Deaton and Michael LaMont, a meeting date will be scheduled.

Chair Rozar declared the meeting adjourned at 12:00 p.m.

Minutes recorded and prepared by Kelli Quinnell. Minutes in draft form until approved at the next meeting.



## Vacant Position Policy (Draft)

### Purpose

At times it can be difficult to fill high-demand and critical open positions. With long-term vacancies, there are often staffing agency, overtime, and other costs that need to be covered by the department. The savings from having open positions partially offsets the cost; however, it does not come close to covering the full expense. This policy provides some budgetary relief to departments with long-term vacancies.

### Policy

After 90 days of a position being vacant, departmental health insurance charges will be put on hold until the position is filled. The department will work with Human Resources and the Finance Department to track when it is appropriate to place a hold on health insurance charges.

If there are four or more budgeted FTE's with the same job description, the first two vacant positions will not be considered eligible for the health insurance payment termination. If there are less than four FTE's with the same job description, they are subject to only the 90-day policy to be eligible for payment termination.

When a replacement is hired, the person will replace the vacant position that was open the longest. For example, a department has the following open positions:

1. CNA, open since 1-4-2019
2. CNA, open since 1-9-2019
3. CNA, open since 2-2-2019
4. CNA, open since 2-10-2019
5. CNA, open since 2-14-2019
6. CNA, open since 2-28-2019
7. CNA, open since 4-18-2019
8. CNA, open since 11-4-2019

The next hired person would replace the 1-4-2019 vacancy. Using the vacancy dates listed above, the first two positions would not be eligible for payment termination. They do not qualify because the policy exempts the first two openings from payment termination when a department has four or more positions with the same job description. Positions three through seven would be eligible for payment termination as they meet the 90-day threshold. Position eight would not be eligible for payment termination as it does not reach the 90-day threshold.

The policy also requires the FTE to match. For example, if a (.6) FTE is the longest open position and a (.97) FTE is hired, the hire would replace the longest open (.97) FTE position on the list.

If the department is not actively recruiting for a position or is only holding it open for budgetary purposes, the payment termination policy does not apply. The policy is only intended to provide relief to positions the department is actively recruiting to fill. If a department no longer needs a position, they should request to eliminate it.



## Vacant Position Policy (Draft)

The policy will include the following safeguards to control cost.

1. The vacant position policy will reset on January 1 every year. This means that no cost savings will be realized at least through the first 90 days of the new fiscal year.
2. If the health fund balance loses money for three consecutive months, the policy will be frozen until it increases for two consecutive months.
3. The policy will only go into effect so long as the health fund has at least a 7-month reserve balance.
4. Quarterly reports of the policy cost will be provided to the Operations Committee and subsequently, the full County Board.
5. Each department is required to track the cost savings for their department. If eligible for payment termination, the department must submit the request to Finance and Human Resources for verification. Once verified, the department will receive the appropriate credit. The credits will be applied quarterly. Because the policy will reset annually, the first time departments will be eligible for payments is following the second quarter.

This policy proposal is aimed at providing relief to departments who experience long-term vacancies. It provides budgetary flexibility to hire temporary staff or pay overtime if necessary, to meet workload demands.