

Business Employment Skills Team, Inc.
Human Resource Committee Meeting Minutes
October 24, 2016

The BEST, Inc. HR Committee Meeting was called to order at 5:00 p.m. by Chairperson Kathy Enbom.

MEMBERS PRESENT: Kathy Enbom, Wayne Reising, Jennifer Robbins

OTHERS PRESENT: Kathy Day, Pam Furlan, Jo Ann Johnson, Tom Payton

Approval of Meeting Minutes

Wayne Reising motioned to approve the August 22, 2016 Meeting Minutes. Motion was seconded by Kathy Enbom and carried.

Business Meeting

Employee Insurance Discussion

BEST, Inc. Insurance Proposal

Jo Ann introduced Tom Payton with Peru Insurance Center to members. She said that Tom has been the agent for the employee health, life and dental benefits for the past four years. Tom then told members that BEST, Inc. employee health benefits with Humana have been grandfathered for the past few years and suggested to move the group to the shop. Tom then presented members with some Blue Cross/Blue Shield Silver Plans for consideration. He told members that he is proposing a larger deductible since most of the office visits, tests and treatments will be covered under the wellness benefit. Tom told members that the plans have not been underwritten, so the costs that are being presented may be increased. He continued by saying that shifting from the grandfathered plan would put more responsibility on the employees. He said that increasing the deductible would cause the premium to go down. One key point, Tom told members, is to educate the employees on the benefits of the wellness plans. Continuing, Tom told members that Humana has a shop plan available with a higher deductible that will reduce the monthly premium to about \$14,500 from \$16,983. This plan, he said, would not require any underwriting as the group is already covered by a Humana plan. In closing, Tom suggested that plan options and costs be submitted to United Health Care, United Health Care River Valley in addition to Blue Cross/Blue Shield to see what plans are available.

Members then discussed the options as well as the current plan with Humana. It was agreed that the current Humana plan is very good as it only required a \$1,000 deductible with no additional out-of-pocket to be met. The drawback, Tom told members, is that employees are not using the wellness benefit. Tom said that Easy Apps can be collected and submitted for quotes. Time, he said, is somewhat limited, but if the process can be started as soon as possible, we should be able to have everything completed for a January 1 effective date.

Kathy E asked about surveying staff about putting some responsibility on them in terms of paying for part of the premium or increasing the deductible.

After discussion, it was agreed to authorize Tom to send out the Easy Apps and go through the underwriting process. After the adjusted rates are received, the HR Committee will review the options. Pam requested that if changes to the employee benefits are made, that all employees are informed upfront. Kathy E stated that if employees are going to be charged for their benefits, they should be allowed to indicate their preference before the Board makes a decision. Jennifer commented that she would be willing to meet with staff to explain the insurance options. Tom said that he would be willing and able to meet with staff also to explain the out-of-pocket and wellness benefits.

County Insurance Information

Kathy E referred members to the county insurance information that was included in the meeting materials. Jo Ann informed members that Ogle County recently passed a rate increase for their benefits. Members agreed to keep the information on file.

Revisit the Policy When Salary Adjustments Exceed Salary Cap

Kathy explained that when the salary adjustment and bonus policy was approved at the August BEST Board meeting it only allowed a raise for the Program Manager and Business Relations Manager to the salary cap. This action, Kathy E said affected their increase negatively this year, and could affect other staff in the future. It was noted that the difference was slightly over \$500.00 for each Manager. Kathy E informed members that options with respect to raise or bonus adjustments were included with the meeting materials. It was agreed to address this policy with the full Board for final action.

Wage & Benefit Survey

Kathy D presented a draft of the Wage & Benefit Survey. Kathy pointed out that the text in black indicates the survey that was sent out about a year ago. The text in red, she said, indicates new information being sought. Members then reviewed the survey making some adjustments to the information being requested.

Employee Handbook Revisions

In regards to the Employee Handbook Revision, Kathy E noted that the Salary Ranges and Merit Bonuses policies will be addressed at the BEST Board Meeting. The Paid Hours Off (PHO) policy was tabled for a future meeting.

Other Business

It was agreed that the HR Committee would meet on Monday, November 28, 2016, 3:00 p.m. in the Oregon BEST, Inc. Office. The agenda will include Employee Insurance benefits. After discussion regarding the January 1 effective date for employee health insurance, members agreed

to ask the BEST, Inc. Board to move up the December meeting to the beginning of the month. This would allow ample time for any paperwork that needed to be completed and processed for employee health insurance.

Public Comments

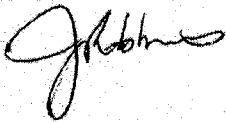
None

Adjournment

With there being no further business, Wayne Reising motioned to adjourn. Motion was seconded by Jennifer Robbins and carried.

Jo Ann Johnson

Approved by:

A handwritten signature in black ink, appearing to read "JRobbins", written over a light gray grid background.

Jennifer Robbins
Secretary