



Tuesday, November 15, 2016
GCEDC- Andrews Conference Room – Suite 106
Employment & Compensation Committee Meeting
4:00 pm

MINUTES

ATTENDANCE

Committee Members: M. Wiater, M. Gray, M. Davis

Agency Members:

Staff: L. Farrell, E. Richardson

Guests:

Absent:

1. CALL TO ORDER / ENTER PUBLIC SESSION

M. Wiater called the meeting to order at 4:05 p.m. in the Andrews Conference Room.

2. EXECUTIVE SESSION

M. Gray made a motion to enter executive session under the Public Officers Law, Article 7, Open Meetings Law Section 105, at 4:05p.m., for the following reasons:

1. To discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

The motion was seconded by M. Davis and approved by all members present.

****L. Farrell and E. Richardson left the meeting at 4:05pm.**

RE-ENTER PUBLIC SESSION

M. Davis made a motion to enter back into public session at 4:40 p.m., seconded by M. Gray and approved by all.

****L. Farrell and E. Richardson joined the meeting at 4:40pm.**

3. CHAIRMAN'S REPORT & ACTIVITIES

3a. Agenda Additions / Deletions / Other Business – L. Farrell asked M. Wiater if the Committee could discuss Health Insurance Benefits.

L. Farrell shared that the health insurance plan the Agency currently has will go up by 8% for 2017, as anticipated in the budget numbers. She compared that increase to the Genesee County's health insurance copay plan and the high deductible plan that the Agency currently has would still cost less. With the high deductible plan, the deductible is \$4,200 as well as the maximum for out of pocket expenses. So, once an employee reaches their deductible they don't have to pay for anything else, including prescriptions. By providing 100% of the deductible to the employees in a Health Savings Account (HSA), it is a fantastic benefit, but when comparing it to the County's plan there is still a cost savings.

She did compare the preferred health insurance plan to other insurance plans and found that the ones with cheaper premiums had substantially higher deductibles or out of pocket maximums for the subscriber. Some deductibles were as high as \$13,000. It's a balancing act between the premiums and deductibles and staying with the current plan seems to be a good balance of both.

If the Committee recommends this plan, then the total premium amount would be over budget by \$170. This is because there is an additional employee that needs pediatric dental, and that was not taken into account when budgeting. There is a separate budget line item for the HSA Contributions and we would be within budget for 2017.

L. Farrell shared that the health insurance plan will need to be renewed by December 1st.

M. Wiater thought that this is something that the Committee should be reviewing and approving on an annual basis. She suggests bringing this forward to the next Committee meeting scheduled for December 1st for a vote.

3b. Minutes: October 25, 2016

M. Gray made a motion to approve the October 25, 2016 Minutes; the motion was seconded by M. Davis. Roll call resulted as follows:

M. Wiater -	Yes
P. Battaglia -	Absent
M. Gray -	Yes
M. Davis -	Yes

The item was approved as presented.

4. DISCUSSIONS / OFFICIAL RECOMMENDATIONS TO THE BOARD

4a. Staff Cell Phone Policy – M. Wiater shared that after some discussion at the last Committee meeting there were some strong opinions that we don't want to require that staff carry two cell phones, a work phone and a personal phone. With the being said, there are a couple options. The Agency can provide work cell phones that may be used for personal use or the Agency would provide an allowance for their business expenses on their personal phone.

M. Waiter shared that after reviewing the sample cell phone policy and reading some opinions out there on personal cell phone usage of a work phone, she is leaning towards giving an allowance, recommending that the Committee come up with an appropriate allowance and have the employees get their own cell phone plans. From the Agency standpoint, it represents a cleaner presentation and it takes a lot of the administrative burden away from the Agency.

M. Wiater added that in reading some articles on the personal use of work phones, there is a burden on the Agency to prove that the disclosure of the record would result in an unwarranted invasion of personal privacy. So, there is a standard that the Agency can go back to in denying anything that is foil-able or discoverable in litigation.

P. Battaglia agreed with M. Waiter. This is common in many firms and is similar to the way his firm operates. It makes sense to limit the administrative duties of the Agency and provide a monthly allowance for the business use of their phones.

M. Gray shared that an allowance mirrors the practice in his business. His main concern however is the total of the allowance. How much of an increase would this allowance be over the budget?

L. Farrell shared that there are currently four employees that are provided with work phones. The current telecommunications line item would be over budget if the Agency provided \$100 per month per employee, which is just a place holder as provided in the sample policy. That line item would be over by approx. \$1,800. With that being said, there is room under the office supplies and furniture & equipment lines item where the actual purchase of work phones and accessories was budgeted for. L. Farrell added that the estimated cost of adding a phone to an existing plan should be about \$50 per month and about \$100 if you need to start a new plan, depending on the carrier and plan chosen.

P. Battaglia shared that he doesn't feel that it would be the Agency's responsibility to pay for the whole plan, but a percentage that would be considered business related. There is personal usage now that should be paid for by the employee. It's incumbent upon the Agency to make sure that what it is paying for represents as accurately as possible just the business expense of their phones.

M. Davis shared that his employer has established an 80/20 rule. That means 80% business, 20% personal. If an employee is warranted that they carry a phone for work for management purposes, are on call, etc. There is a phone provided and the breakdown is 80/20.

P. Battaglia shared that at his firm, employees must submit an expense report for reimbursement of business related costs for their phone, with a cap of \$70.

M. Gray shared that if the allowance was \$70, that puts the Agency right at budget.

P. Battaglia thinks that we should try and base our percentage usage estimates on actual usage of the employees now. He would be interested to know now how much each employee uses their phone for business purposes. He would guess that it would be different for different people. Before establishing what the allowance would be, whether it be a percentage or a dollar amount, it would be nice to have some data to work with.

M. Wiater shared that maybe L. Farrell can ask each phone user what they might say their business vs. personal usage of their phone might be. Once we have that information it might be easier to establish what the best allowance would be.

L. Farrell shared that she will touch base with the employees and report back to the Committee at the next meeting.

ADJOURNMENT

As there was no further business, M. Davis made a motion to adjourn at 5:04p.m., seconded by M. Gray and passed unanimously.