GLENCOE PARK DISTRICT
999 Green Bay Road
Glencoe, Illinois 60022

PERSONNEL COMMITTEE MEETING
6:30 p.m.
Tuesday, October 19, 2010

Roll Call. The meeting was called to order at 6:30 p.m. Present were Hilary Lee (Chair) and Mike Brohman. Staff present included Executive Director/Secretary Don Van Arsdale, and Director of Finance/Human Resources Carol Mensinger.

Matters from the Public There was no one present wishing to address the Board.

Discussion of Health Insurance Renewal Options Director of Finance/Human Resources Mensinger reviewed with the Committee a memorandum outlining health insurance renewal options for full-time staff. She stated the District is in the third year of a three-year commitment with the PDRMA Health Program. She continued by stating the District’s health insurance program includes three coverages: medical, dental, and life insurance. PDRMA Health Program increased its membership significantly in the past year with the addition of four new member agencies which added 349 new employees and resulted in a 21% increase in total covered lives and last year member agencies approved a new “blended rate” premium structure for which employees are now charged the same premium rate for each coverage type. According to PDRMA Health, the actuarial loss funding for medical costs for 2011 is 6%, which compares to the current national average of 10%. Discussion ensued.

Ms. Mensinger continued by stating during the course of the current 2010 year, there have been employee changes due to resignations, new hires and changes in marital status. Given the changes in demographics for the District’s mix of employees, the total amount expended for all health insurances including dental for Fiscal Year 2010/2011 will most likely be less than budgeted. Discussion continued.

After discussion, the Committee reached consensus to recommend for Board approval that the District continue current coverage levels with the PDRMA Health Program ($500 deductible with $200 reimbursement from the District), that there be no change in employee contribution amounts, and that $3,300 be used from the Medical Reserve towards the premium increase.

Discussion of Flexible Spending Account (FSA) Plan Ms. Mensinger began her review by stating the FSA plan is a plan available for full-time employees which allows eligible employees to contribute pre-tax dollars to pay for either medical expenses not paid for by the health insurance plan or to pay for dependent care expenses. This program is administered through a third party. Twelve employees are currently enrolled in the plan and contributed nearly $11,500 to cover their medical expenses. She continued by
explaining the cost to administer the plan is a $100 annual renewal and a monthly administrative fee of $5.50/per participant.

After discussion, the Committee reached consensus to recommend for Board approval the District's continued participation in the PACT Administrative Services Flexible Spending Account (FSA) plan for full-time employees effective January 1, 2011 and that the maximum employee contribution amount for medical expenses remain at $1,500 per year.

Discussion of Organization  Executive Director Van Arsdale stated with the resignation of Director of Facilities Ward, he felt this was an excellent opportunity to examine the staff organizational chart to see if changes are warranted. He continued by stating a management issue that requires continual attention is communication between departments. Whenever there is an overlap of duties, there is an opportunity for inefficiency and unachieved goals. The District departments with significant overlap are Facilities and Parks. He felt this was a good opportunity to review staff positions.

Mr. Van Arsdale was proposing the creation of a new position of Director of Operations which would transition to be responsible for facilities and parks. Discussion ensued.

After discussion, it was the consensus of the Committee to have staff proceed with filling the new Director of Operations position with the District.

Other  There was no further business.

Adjourn  With no further business, the meeting adjourned at 7:05 p.m. on a motion from President Brohman and a second from Commissioner Lee.

Respectfully submitted,

Donald P. Van Arsdale
Secretary